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Foreign Affairs Handbook Series

5 FAH-4 - Records Management Handbook, Appendix A

Transmittal Letter: RMH, A
Date: June 1989

NOTE: This transmittal covers the most recent additions or revisions to the handbook issued in March 1988. Please insert the attached changes in the appropriate chapters. New items added to this update will be identified in italics.

All general, administrative type records have been removed from each chapter and are identified under Chapter 3, Records Common to Most Organizational Areas.

Chapter 4 **Personnel Records**

Table of Contents has been revised to identify the correct page numbers for each section.

Section 1, General, a new item has been added identifying Foreign Service National Claims under item 040109.

Chapter 5 **Budget and Fiscal Records**

Table of Contents has been revised to identify the correct page numbers for each section.

Chapter 6 **Administrative Operations Records**

Table of Contents has been revised to reflect the deletion of certain sections which have been transferred to Chapter 7.

The following sections have been transferred to Chapter 7, Information Management: Section 2, Audio-Visual Services; Section 4, Library Services; Section 8, Publishing Services; Section 10, Foreign Affairs Information Management Center; Section 15 Privacy Act; Section 16, Freedom of Information Act; Section 17, Records Management; Section 18, Directives, Forms and Reports Management.

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Chapter 7 **Information Management Records**

The title for this chapter has been changed from Communications Records . Sections from Chapter 6 have been transferred to this chapter. The sections are identified above under Chapter 6.

Section 1, General, new item 070103 and 070104, identifies the Subject and Country Files for the Assistant Secretary for Administration.

Chapter 8 **Foreign Buildings Operations Records**

Section 2, Central Files, An additional item covering Real Estate Management System (REM) 080203, has been added.

Chapter 10 **Office of Foreign Missions**

A records schedule has been established for the Office of Foreign Missions to cover each division's records.

Chapter 16 **Oceans and International Environmental and Scientific Affairs Records**

Section 1, Office of Ocean Law and Policy, new section identifying Law of the Sea Records.

Section 2, Population Affairs, new section covering records of the Coordinator for Population Affairs.

Chapter 19 **Family Liaison Office Records**

Various changes were made to items within this Chapter.

Chapter 20 **Economic and Business Affairs Records**

Table of Contents has been revised to reflect new correct page locations for each section. The whole chapter has been reprinted to reflect changes in the page numbers.

Section 1, General, New section created. One item added identifying Economic and Business Affairs Data Bank of Economic Officers - 200101

Section 5, Transportation and Telecommunications, page 5 was previously deleted. One additional item has been added on Intergovernmental Maritime Consultative Organization Meeting Files - 200509.

Chapter 21 **Geographic Area Affairs Records**

Section 3, Inter-American Affairs, a new item has been added on International Boundary Water Commission - US and Mexico - General Subject Files, 210302

Section 4, Bureau of East Asian and Pacific Affairs, Office of Freely Associated States Affairs, a new section has been added identifying these records.

Chapter 23 **Legal Affairs Records**

A new item has been added identifying bilateral agreements between countries in which the U.S. is not a participant, 230006.

Chapter 24 **Politico-Military Affairs Records**

Section 2, Munitions Control, item 240206 a, the disposition of the Subject Files has been changed to Permanent retention.

Chapter 29 **Office of the Inspector General Records**

Items were inadvertently omitted during the last revision but have now been returned to this chapter. Revisions have been made to some of these items.

Item 290014, Special Reports and Inquiry Files is a new item added to this chapter.

Chapter 31 **Management Operations Records**

Item 310102 on Overseas Presence of the United States (OPUS 1 and OPUS 11), the item has been modified.

A new item has been added on Management CorrespondenceFiles, 310103.

A new item has been added on Post Profile System, 310104.

Chapter 32 **International Narcotics Matters**

A new schedule has been developed to identify the records for INM.

Records Management Handbook Appendix A

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Chapter 4 PERSONNEL RECORDS

The records described in this chapter document the policies, management and direction of the personnel programs of the Department and the Foreign Service.

SECTION 1 GENERAL

Items 040101, 040102 and 040103 in this section should be applied to such records where they have not been specifically provided for elsewhere in this chapter.

ITEM NO.	DESCRIPTION	DISPOSITION
040101	Policy and Procedural Files. Records documenting the development and implementation of policies and procedures accumulated by offices responsible for program management and policy-making functions.	Retire noncurrent material to the Personnel Policy Reference File (PER/MGT/RR).
040102	Reserved for Future Use	
040103	Reserved for Future Use	
040104	Official Personnel Files.	
	a. Foreign Service Administrative Folders. Official personnel actions and related administrative records of Foreign Service employees, excluding performance ratings and related records, documenting their service with the Department and any prior Federal service.	Retire to National Personnel Records Center(NPRC), St. Louis, 1 year after separation of employee.
	b. Foreign Service Performance Folders. Performance ratings, commendations, training reports, Inspectors' reports, official reprimands, end-use summary reports, etc., of Foreign Service employees.	Retire to RSC 1 year after separation of employee. Destroy 15 years after separation. (NN-174-29)
	c. Official Personnel Folders of Civil Service employees, consisting of record copies of documents covering their entire Federal service as prescribed in the Federal Personnel Manual and related Departmental guidelines.	Retire to NPRC, St. Louis, 30 days after separation. NPRC will destroy 75 years after birthdate of employee or 60 years after the date of the earliest document in the folder if the date of birth cannot be ascertained, provided the employee has been separated for at least 5 years. (GRS 1, item 1)

ITEM NO.	DESCRIPTION	DISPOSITION
040105	Service Record Cards, 1948-Present. Card files containing detailed record of each employee's service in the Department, including appointment, assignment and promotion history, pay changes, diplomatic titles, conversion, separation, etc. The cards cover both Civil Service and Foreign Service employees.	Destroy in PER/MGT/RMR 3 years after separation or transfer of employee or when no longer needed for reference use, whichever is longer. (NC1-59-80-16)
040106	Official Personnel Folder - Policy and Precedent File. Includes files relating to content and use of Official Personnel Folders, including such matters as employee taxes, emergency visitation, travel, court appearances, legal opinions, proposed changes to FAM, retirement, etc.	Retire inactive files to Personnel Policy Reference File (PER/MGT/RR). (NC-59-75-5, item 1a)
040107	Personnel Files Survey Records. Background and studies for the reorganization of the PER files including reports and recommendations approved, plans for implementing the files project, progressreports, disposal authorizations, etc.	Retire inactive files to Personnel Policy Reference File (PER/MGT/RR). (NC-59-75-5, item 1b)
040108	Administrative Clearances for Separation (DS-8a). Consists of original form prepared by administrative office in Department or at post at the time an employee separates from either the Foreign Service or Civil Service, indicating the return of security identification card, parking permit, dining room pass, library or files material charged to employee, etc. This item does not include form DS-8, Fiscal Clearance for Final Salary Payment, or OF-109 which replaces DS-1055, Separation Statement.	Destroy 6 months after separation of employee. (NC1-59-77-18, item 6)
040109	*Foreign Service National (FSN) Claims* *Claims by current or former FSN employees pertaining to personnel issues requesting compensation. Consist of a wide variety of copies of claim forms and a wide range of copies of personnel paperwork that may cover several decades. Contains copies of: correspondence, personnel forms, superior's reports of injury, request for change of classification or designation, unpaid compensation, etc. Also contains copies of official records, legislation enacted by Congress, legal documents supporting relationship of claimant to the FSN, agency's investigation of claim, recommendations, and final decisions.*	*Screen & retire to RSC 1 year after all claims in folder have been totally resolved on that individual. RSC to destroy after 7 years. (N1-59-88-30)*

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Chapter 6 ADMINISTRATIVE OPERATIONS RECORDS

The records in this chapter document information on the administrative operations of the Department under the Deputy Assistant Secretary for Operations, which includes the formulation of policy and directing operations on a broad range of administrative support and managerial activities.

SECTION 1 GENERAL

ITEM NO.	DESCRIPTION	DISPOSITION
060101	General Subject Files of the Office of the Deputy Assistant Secretary for Operations. These records document the activities of the Deputy Assistant Secretary for Operations in directing and supervising a variety of administrative functions including supply, transportation, procurement, information management, publishing, visual services, language services and general services. Records documenting the policies and procedures relating to the administrative functions are retained by the subordinate offices.	Retire when 2 years old. Destroy when 5 years old. (NC1-59-81-5)
060102	Reserved for future use.	
060103	Reserved for future use.	
060104	Foreign Service Claims Board File. Consists of application for payment, copy of form authorizing payment, copy of Board decision.	Destroy 10 years after case is closed. (NN-171-120, item 3)
060105	Foreign Service Claims Board - General File. Minutes, Agenda, reports, decisions, copies of acts, and reports on Board organization, establishment and procedures.	Retire to RSC for permanent retention. (NN-171-120, item 4)
060106	Personal Property Claims File. Includes DS-1620, Claim for Loss or Damage to Personal Property, inventories of effects, etc., concerned with settlement of claims for loss of personal property of employees of the Department of State, the U.S. Information Agency and the Agency for International Development.	Destroy 5 years after case is closed. (NN-171-120, item 5)

ITEM NO.	DESCRIPTION	DISPOSITION
060107	Personal Property Claims - General Subject File.	
	a. Policy and procedural files concerning implementation of Military Personnel and Civilian Employees Claims Act of 1964, PL 88-588, approved August 31, 1964 as amended.	**Permanent.** Retire to RSC after 5 yearsfor retention. (NN-171-120, item 6a)
	b. All other operating and general administrative files.	Destroy when 5 years old. (NN-171-120, item 6b)
060108	Claim Record Card. Card record showing claimant's name, settlement date and amount of settlement or date of disallowance.	Retain permanently. (NN-171-120, item 7)

SECTION 6 FACILITIES MANAGEMENT AND SUPPORT SERVICES

ITEM NO.	DESCRIPTION	DISPOSITION
060601	General Services Policy and Procedures File. Consists of memoranda, studies and reports on significant plans, decisions and problems concerning the buildings management program.	**Permanent.** Retire to RSC after 5 years. (RRP, item 7a)
060602	President's Guest House Files. Consists of plans, blueprints and related records.	**Permanent.** Retire to RSC after 5 years. (RRP, item 7b)
060603	General Services Administrative Correspondence Files. Consists of correspondence and related records pertaining to the administration of the General Services function not otherwise provided for in this schedule.	Destroy when 2 years old. (GRS 11, item 1)
060604	Space Management Files. Consists of correspondence, reports, forms and floor plans relating to the allocation, utilization and release of space; and related reports to GSA for domestic field offices and all Washington, D.C. area space (Main State and all Annexes).	Destroy when 2 years old. (GRS 11, item 1)
060605	Building Plan Files. Includes floor plans, layouts, tracings, etc.	Destroy 2 years after termination of space assignment or when lease cancelled, or when plans are superseded or obsolete. (NN-171-66, item 5)

ITEM NO.	DESCRIPTION	DISPOSITION
BUILDING SERVICES		
060610	Building Services General Correspondence File. Consists of correspondence, forms and reports on moving, parking, telephone and other building services.	Destroy when 2 years old. (GRS 11, item 1)
060611	GSA Job Order File. Includes Request for Services (OF-263 replaces DS-1659), form letter Request to GSA for Cost Estimates, Job Order to GSA (GSA Form 1354) and related correspondence.	Destroy 3 months after work performed or job cancelled. (NN-171-66, item 7)
060612	Telephone Order File. Includes Request for Telephone Service (OF-263 replaces DS-1659), Order to FMSS for Telephone Service (SF-145) and related correspondence.	Destroy when 6 months old. (NN-171-66, item 8)
060613	Diplomatic Functions Area Control Files. Consists of correspondence, forms and schedules pertaining to the use and control of the Diplomatic Functions Area.	Destroy when 2 years old. (NN-171-66, item 9)
060614	Auditorium and Conference Room Reservation File. Correspondence, forms and schedules pertaining to the use and control of auditoriums and conference rooms.	Destroy when 1 year old. (NN-171-66, item 10)
060615	Statistical Reports - Tours. Daily, monthly and annual reports concerning conducted tours of the Department building.	Destroy annual report after 3 years; destroy all other reports after 1 year. (NN-171-66, item 11)

ITEM NO.	DESCRIPTION	DISPOSITION
	MOTOR TRANSPORTATION	
060620	Motor Transportation General Correspondence Files. Correspondence and related data pertaining to the maintenance and operation of motor vehicles, not otherwise provided for in this schedule.	Destroy when 2 years old. (NN-171-66, item 12)
060621	Motor Vehicle Maintenance and Repair File. Consists of automotive maintenance and repair bills arranged by name of company and by vehicle number.	Destroy when 1 year old. (NN-171-66, item 13)
060622	Imprest Fund Records. Includes vouchers and supporting documents.	Destroy when 1 year old. (NN-171-66, item 14)
060623	Motor Vehicle Operating Reports and Statistics.	
	a. Daily Vehicle Report.	Destroy when 3 months old. (NN-171-66, item 15a)
	b. Daily and Monthly Operating Statistics.	Destroy when 1 year old. (NN-171-66, item 15b)
060624	Gasoline and Car Wash Tickets and Related Paid Invoices.	Destroy when 1 year old. (NN-171-66, item 16)
060625	Motor Vehicle Accident File. Includes statements of drivers, witnesses and investigating officers pertaining to motor vehicle accidents; and all related reports.	Destroy 3 years after accident or after claim is settled. (NN-171-66, item 17)
	WAREHOUSING	
060630	Completed Order File. Consists of copy of purchase order or requisition, Bills of Lading, Delivery Receipts and DS-41, Delivery Slip.	Destroy when 1 year old. (NN-171-66, item 18)
060631	Receiving and Inspection Report (JF-22).	Destroy when 6 months old. (NN-171-66, item 19)

SECTION 7 LANGUAGE SERVICES

ITEM NO.	DESCRIPTION	DISPOSITION
060701	Case Files on Contract Interpreters and Translators. Copies of language service contracts, test papers, letters of inquiry and reply, and papers regarding the experience, work record, suitability, and clearance of each person under contract to perform interpreting and translating service.	Destroy 5 years after expiration of contract. (NN-166-68, item 1)
060702	Requests for Translation Service. Form DS-434 or similar forms used for this purpose.	Destroy when 2 years old. (II-NNA-2044, item 1)
060703	Transcripts of Meetings Held in the Department.	**Permanent.** Retire Master Set to RSC after 2 years; destroy all other copies when no longer needed for distribution. (352-S-173, item 1)

SECTION 9 OVERSEAS SCHOOLS PROGRAM

ITEM NO.	DESCRIPTION	DISPOSITION
060901	General Subject Files.	See Items 060101, 060102 and 060103.
060902	Overseas Schools Advisory Council Records. Consists of correspondence, reports and related records pertaining to the organization, operation and personnel of the council and records of its meetings.	**Permanent.** Retire to RSC after 5 years (NN-171-130, item 1)
060903	Overseas Schools Country Files.	
	a. General files consisting of correspondence, post reports, publications about schools and general background reference material relating to each geographic area.	Destroy correspondence when 5 years old; destroy reference material when it is of no further reference value. (NN-171-130, item 2a)
	b. Grant Files, consisting of a copy of the Grant Agreement, Financial Reports (JF-43), copies of vouchers for payment and related correspondence.	Destroy 5 years after termination of the grant. (NN-171-130, item 2b)
060904	Overseas Schools Questionnaire (FS-573, 573a and 574) Files. Consists of questionnaires and related correspondence, memorandums, statistical data, program statements, etc.	Destroy when 3 years old. (NN-171-130, item 3)

SECTION 11 SUPPLY AND TRANSPORTATION

ITEM NO.	DESCRIPTION	DISPOSITION
	GENERAL	
061101	General Subject Files. Master file of reports, surveys, agreements, GSA and other Federal regulations and procedures, and other such data showing inception and scope of the supply management program.	**Permanent.** Retire to RSC after 5 years. (II-NN-3250, item 6)
061102	Supply Management Project File. Consists of copies of reports, studies and analyses on supply management projects together with supporting papers documenting project inception, scope, procedure and accomplishment.	**Permanent.** Retire to RSC after 5 years. (II-NN-3250, item 65)
061103	Bill of Lading File. U.S. Government Bills of Lading, Certificates in lieu of Lost U.S. Government Bills of Lading, airway and railroad freight bills, with related correspondence including claims pertaining to the packing and trucking of domestic and overseas supplies and equipment and the overseas shipping of official goods by common carrier.	Destroy records relating to claims 2 years after settlement of claim; destroy all other records when 3 years old. (II-NN-3250, item 13)
061104	Bill of Lading Register. Control register showing GBL number, date of issue, requisition number, and division, shipping points, methodof shipment, and name of procurement agent.	Destroy when 3 years old. (GRS 9, item 1c)
061105	Records on Loss or Damage of Property Shipped Overseas. Copies of post reports such as Report of Damaged or Missing Articles in Shipment of Supplies and Equipment (FS-434), and related correspondence pertaining to Departmental action taken to settle claims for reimbursement or replacement by vendor, packer or shipper.	Retire to inactive files 1 year after settlement; destroy 3 years after settlement of claim. (II-NN-3250, item 68)

ITEM NO.	DESCRIPTION	DISPOSITION
	PROCUREMENT	
061110	Executed Contracts. Transaction case files on contracts, including such forms as initiating requisitions, invitations to bid, specifications, bids, bid abstracts, contract provisions, certificates of award, advice of miscellaneous obligations and related correspondence.	Place in inactive file on final payment, and transfer to FRC after 2 years. Destroy 6 years and 3 months after final payment. (GRS 3, item 4)
061111	Unsuccessful and No Award Files. Folders on contracts cancelled before being awarded or a bid accepted, along with related correspondence.	Destroy 3 fiscal years after cancellation. (II-NN-3250, item 32)
061112	Departmental Purchase Orders. Documents such as requisitions (OF-263 replaces DS-1659), purchase orders (DS-1089), specifications, bid abstracts, vouchers for petty purchases, receipts, copies of requisitions initiated by the Department to GSA, and requests to the Federal Prison Industries for clearance for purchase from other sources.	Destroy 3 years after fiscal year in which prepared. (II-NN-3250, item 26)
061113	Foreign Service Purchase Order File. Documents such as requistions (OF-263 replaces DS-1659), purchase orders (OF-206 replaces FS-455), specifications, bid abstracts, advices of miscellaneous obligation, registers of inter-office transfers, packing lists, shipping instructions, receipts, invoices, and copies of requisitions and purchase orders to GSA.	Destroy 3 years after fiscal year in which prepared. (II-NN-3250, item 27)
061114	Narcotic Certificates. Requests to Internal Revenue Service for Certification of Exempt Officials -Narcotics; and U.S. official order form - opium, coca leaves, opiates, etc., for the official purchase of drugs for use in the medical and health programs ofthe Department and the Foreign Service.	Destroy 3 years after date of issue. (II-NN-3250, item 28)
061115	Vendors File. Includes copy of purchase orders.	Destroy after 3 fiscal years. (II-NN-3250, item 30)

ITEM NO.	DESCRIPTION	DISPOSITION
061116	Requisition Control Card. Control records for (a) Foreign Service requisitions of equipment, supplies, furniture and furnishings; and (b) Departmental requisitions for supplies, equipment and services.	Destroy 2 years after completion or cancellation of requisition. (GRS 3, item 10)
061117	Off-Schedule Log. Record of routine and emergency off-schedule requisitions for supplies and equipment submitted by posts after the regular submission date.	Destroy when no longer needed for operating purposes. (II-NN-3250, item 25)
061118	Procurement Correspondence File. Correspondence and reports relating to internal operation and administration of the procurement program.	Destroy when 2 years old. (II-NN-3250, item 33)
	AUTOMOTIVE FLEET CONTROL	
061120	Administrative Subject Files. Letters, memoranda, airgrams, reports, copies of forms, printed materials, circulars, worksheets and other papers on audits, delegations of authority, records disposal, requisitions, office procedures and other administrative matters.	Destroy when 4 years old, or when superseded, obsolete or no longer needed for current operations. (NN-164-51, item 1)
061121	Country File. General correspondence with posts regarding instructions, vehicles and their values, automotive operations and maintenance costs, the assignment of vehicles to use, the transmittal of inventories, the replacement cycle, and other subjects pertaining to the automobiles at each post.	Destroy when no longer needed in current operations. (NN-164-51, item 2)
061122	Historical or Precedent File. Circulars, instructions, newspaper clippings, laws and regulations, reports, sample forms, post communications and memoranda, and other papers which document the inception, policies, scope, principal development, plans, and projects of the automotive program for the Foreign Service.	**Permanent.** (NN-164-51, item 3)

ITEM NO.	DESCRIPTION	DISPOSITION
061123	Vehicle Case File. Consists of airgrams, memoranda, purchase orders, advices of obligation, statement regarding Federal excise tax exemption, communications with the U.S. Despatch Agency regarding shipping and shipping costs, certificates of award, sales authorization, property transfer record, and other papers pertaining to the purchase, sale or disposition of individual vehicles.	Destroy 7 years after sale or disposal of vehicle. (NN-164-51, item 5)
061124	Vehicle Inventory Report.	Destroy when 2 years old. (NN-164-51, item 7)
061125	General Services Administration Invitations to Bid. Copies of GSA Federal Supply Service invitations to bid on vehicles and related correspondence.	Destroy when 2 years old. (NN-164-51, item 8)
061126	Automotive Program Budget Records. Copies of budget calls, estimates, exhibits, working papers and circulars.	Destroy working papers when 1 year old; destroy all other records 3 years after close of fiscal year covered by the budget. (NN-164-51, item 9)
061127	Administrative Support Records. Includes copies of communications from posts regarding administrative support agreement estimates, copies of vehicle inventories, and schedules pertaining to vehicles furnished to or shared with other Government agencies abroad.	Destroy 3 years after close of fiscal year covered by the related budget. (NN-164-51, item 10)
061128	Inspection Reports. Excerpts from Foreign Service Inspection Reports, statements to facilitate inspection, and compliance reports.	Destroy when superseded by a later report. (NN-164-51, item 12)
061129	Standardization Plan Operating Records. Copies of reports on findings and determinations, instructions to Foreign Service posts, and related communications and reports pertaining to the operation of the plan for standardizing certain types of vehicles for post use.	Destroy upon revision of standardization plan or when no longer needed in current operations. (NN-164-51, item 15)

ITEM NO.	DESCRIPTION	DISPOSITION
061130	Obligation Control Records. Vehicle purchase orders and related advice of obligation.	Destroy when 3 years old. (NN-164-51, item 16)
061131	Proceeds of Sale Records (Trucks). Memoranda from Fiscal Services Division attaching copies of sales agreements, notice of funds deposited in the Deposit Fund Account, with related memoranda, and requesting advice on the proper disposition of the funds received.	Destroy 4 years after vehicle leaves agency custody. (GRS 10, item 6)
061132	Proceeds of Sale Records (Passenger Vehicles). Memoranda, reports, forms and other papers such as change notices, presenting identifying data on vehicles sold abroad and the proceeds of sale therefrom.	Destroy 4 years after vehicle leaves agency custody. (GRS 10, item 6)
061133	Records of Special Use of Overseas Vehicles.	Destroy 2 years after cancellation or voiding of authorization, or closing of post. (II-NN-3250, item 67)
	EXPENDABLE STOCK CONTROL	
061140	Inventory Control Records. Inventory card record of receipts and disbursements, showing stock issuances and replenishments for each expendable item listed in the Department of State Supply Catalog.	Destroy 1 year after balance transferred to new card. (II-NN-3250, item 34)
061141	Requisitions for Supplies. Receipted copies of completed Requisitions for Supplies, Equipment or Services (OF-263 replaces DS-1659).	Destroy when 1 year old. (II-NN-3250, item 35)
061142	Stock Replenishment File. Consists of requisitioning documents and purchase orders for certain contract items.	Destroy 1 fiscal year after receipt of items. (II-NN-3250, item 36)

ITEM NO.	DESCRIPTION	DISPOSITION
061143	Supply Contracts. Work copies of supply contracts and GSA Contract Schedules.	Destroy upon termination of contract. (II-NN-3250, item 37)
061144	Printing Samples and Requisitions on the Public Printer. Includes samples of all forms stocked and issued, with copies of requisitions to the Public Printer, printing specifications, printing negatives, procurement orders, invoices, transfer of funds vouchers, and circulars or other information pertinent to their required use.	Destroy 3 years after completion or cancellation of requisition. (GRS 3, item 7)
061145	Reports and correspondence relating to overseas reproduction of forms; Department of State Procurement Regulations and Procedures, Department of State Supply Catalog, changes and general supply stock control matters.	Destroy when 2 years old. (II-NN-3250, item 46)
061146	Register of Watchclock Repairs. Register of watchclocks returned from posts for repair, maintained to show date of receipt, post, make of clock, serial number and make of the replacement clock and date forwarded to post.	Destroy after 3 fiscal years. (II-NN-3250, item 47)
061147	Watchclock Repair Correspondence. Correspondence to and from the clock company to which damaged watchclocks are sent for repair, including copies of purchase orders issued to cover cost of repair.	Destroy after 3 fiscal years. (II-NN-3250, item 48)
	NON-EXPENDABLE PROPERTY CONTROL	
061148	Purchase Orders for Property Control. Consists of work copies of purchase orders, receiving and inspection reports for partial deliveries, and tally-in sheets for warehouse receipts of new or replacement stock and non-stock items.	Destroy after 3 fiscal years. (II-NN-3250, item 49)
061149	Departmental Inventory Control Records. Perpetual inventory-quality control records of both mechanical devices and office furniture.	Destroy 2 years after discontinuance of item, or 2 years after stock balance is transferred to a new card. (II-NN-3250, item 50)

ITEM NO.	DESCRIPTION	DISPOSITION
061150	Departmental Non-Expendable Property Record. Consists of an inventory record card for each safe and office machine, such as DS-1299 and related record of loss or damage where appropriate.	Destroy 2 years after discontinuance of item. (GRS 3, item 10)
061151	Inventory Report Case File. Survey documents used in making periodic inventories.	Destroy when new inventory is completed. (II-NN-3250, item 54)
061152	Requisitions for Stock Equipment.	Destroy 2 years after completion of order. (II-NN-3250, item 55)
061153	Report of Excess Equipment Returned to Stock. Requisitions requesting pick-up and return to stock of excess equipment and related control records.	Destroy when 2 years old. (II-NN-3250, item 56)
061154	Repairs File. Daily telephone lists and requisitions for repair services and service receipts.	Destroy 2 months after completion of repair. (II-NN-3250, item 59)
061155	Replacement Program File. Work papers and plans concerning the non-expendable property replacement program.	Destroy when 3 years old. (II-NN-3250, item 60)
061156	Reports of Excess Personal Property. Reports to GSA on utilization and disposal of excess and surplus personal property.	Destroy when 3 years old. (II-NN-3250, item 61)
061157	Surplus Property Case File. Case files on sales of surplus property consisting of invitations, bids, acceptances, lists of materials, evidence of sales and related correspondence.	Destroy 3 years after final settlement. (II-NN-3250, item 62)

ITEM NO.	DESCRIPTION	DISPOSITION
	PACKING AND SHIPPING	
061165	Post Shipping File. Case files consisting of working copies of purchase orders, requisitions for supplies, equipment or medicines, packing orders, packing lists, notifications of shipment, duplicate invoices,manifests, dock receipts and related correspondence.	Destroy after 3 fiscal years. (II-NN-3250, item 69)
061166	Commercial Packing File. Control file used to coordinate and expedite shipments of articles packed by commercial packers.	Destroy when 1 year old. (II-NN-3250, item 72)
061167	Shipment Reports. Daily log of shipments indicating production, monetary value, date of shipment, type of shipment, and time of pick-up.	Destroy when 1 year old. (II-NN-3250, item 73)
	WAREHOUSE	
061170	Mechanical Equipment Records. Operating records and charts for scheduling mechanized warehouse equipment for servicing, inspection, overhaul or repair, including performance, usage and cost records.	Destroy when 1 year old. (II-NN-3250, item 74)
061171	Truck Delivery Schedules.	Destroy when 1 month old. (II-NN-3250, item 75)
061172	Warehouse Inventory Records. Inventory records of furniture and equipment returned to stock.	Destroy when 1 year old. (II-NN-3250, item 76)
061173	Production Reports. Copies of monthly production reports showing such information as number of line items issued from stock, etc.	Destroy when 1 year old. (II-NN-3250, item 77)
061174	Warehouse Management Records. Records such as warehouse layout plans for location of components, bin and bulk-storage layouts; manpower utilization statistics and reports; and general administrative files.	Destroy when 3 years old. (II-NN-3250, item 78)

ITEM NO.	DESCRIPTION	DISPOSITION
	TRANSPORTATION	
061180	Travel Orders and Authorizations. Includes requests, authorizations, orders, obligating documents, and other records related to official travel.	Destroy when 3 years old. (GRS 9, item 3)
061181	Authorization Number Books.	Destroy when 3 years old. (GRS 9, item 3)
061182	Personal and Household Effects Records. Consists of forms, correspondence, and other records pertaining to the transportation of personal and household effects.	Destroy 2 years from date of transportation authorization. (352-S-173, item 45)
061183	Through Bill of Lading Files. Residence-to-residence bills of lading, memorandums to posts requesting shipping costs, letters to carriers requesting rate quotations for different posts, inbound and outbound cost comparisons, and letters to carriers and other correspondence expressing eligibility or noneligibility for Through Bill of Lading.	Destroy when 5 years old. (NCl-59-77-23, item 1)
061184	Subject Files on Contracts. Correspondence, memorandums, and other papers on liquidation, permanent storage, export packing, and other aspects of the shipment and storage of personal and household effects.	Destroy when 5 years old. (NC1-59-77-23, item 2)
061185	Reserved for future use.	
061186	Transportation Subject Files.	
	a. Historical or precedent files. Correspondence, memorandums, and other papers which document the inception, development, scope, and policies of the transportation program for the Foreign Service.	**Permanent.** Retire to RSC when 5 years old or when no longer needed for reference use, whichever occurs first. Offer to National Archives when 30 years old. (NC1-59-77-23, item 3a)
	b. All other subject files.	Destroy when 3 years old. (NC1-59-77-23, item 3b)
	c. Chron files.	Destroy when 2 years old. (NC1-59-77-23, item 3c)

ITEM NO.	DESCRIPTION	DISPOSITION
061187	Transportation Staff Studies. Consists of studies on ocean freight rates, per diem, charter aircraft.	Destroy when obsolete or 2 years old, whichever comes first. (NC1-59-77-23, item 4)
	U.S. DESPATCH AGENCIES	
061188	Import and Export Records. These consist of records maintained on imports and exports handled by the United States Despatch Agency. They include customs actions, copies of vouchers and Government bills of lading with related documents and correspondence on shipments on which all payments have been satisfied. The record copies of the vouchers and bills of lading are submitted to the Office of Finance where they are retained for the necessary period to meet GAO site audit requirements.	To be destroyed when 5 years old. (II-NNA-3009, item 1)
061189	Manifests of incoming and outgoing shipments, showing consignee, destination, number of shipment, date received and forwarded, name of steamer, weight, contents, charges, and other pertinent information.	To be destroyed 10 years after date of last entry on log. (II-NNA-3009, item 2)
	COMMISSARY AND RECREATION	
061195	Financial Statements. Consists of balance sheets, profit/loss statements copies of audit reports, as required, collected from non-government-operated post employee services and facilities abroad. These reports are collected semi-annually and are used to monitor financial activities of employee associations in compliance with 6 FAM. Also includes related correspondence exchanged between Department and posts.	Maintain in semi-annual blocks. Retire to FAIM/RSC when 2 years old. Destroy when 4 years old. (NI-59-87-12)

SECTION 12 ALLOWANCES

ITEM NO.	DESCRIPTION	DISPOSITION
061201	Allowance and Differential Policy File. Consists of correspondence, reports and staff studies of the organization, administration, policies, and procedures of the Allowances and Differential Program.	**Permanent.** Retire to RSC after 10 years. (II-NN-3244, item 1)
061202	Reference and Administration Files. Consists of correspondence, reports, working papers, reference publications, etc.	
	a. Correspondence with private organizations and individuals.	Destroy when 5 years old. (NN-171-129, item 1a)
	b. Subject Files.	Destroy when 15 years old. (NN-171-129, item 1b)
061203	Quarters and Cost of Living Post Files.	Destroy when 10 years old. (NN-171-129, item 2a)
	a. Correspondence concerning rent and price controls, transmitting and explaining Retail Price Schedules, requests for quarters allowance, cost of living statistics developed by foreign governments, and communications on economic conditions.	
	b. Allowance Recommendations and supporting documents including DSP-23, Retail Price Schedule.	Destroy when 10 years old. (NN-171-129, item 2b)
	c. Reports of Inspectors.	Destroy when replaced by two subsequent reports. (NN-171-129, item 2c)
061204	Washington, D.C. Retail Price Schedule.	Destroy when 5 years old except for February Schedules. Destroy February Schedules when 10 years old. (NN-171-129, item 3)
061205	Survey of Territories. Correspondence, retail price schedules, index and price ratios, worksheets, and cost of living questionnaires.	Destroy when 5 years old. (II-NN-3244, item 5)

ITEM NO.	DESCRIPTION	DISPOSITION
061206	Allowance Record.	Retain. (II-NN-3244, item 6)
061207	Quarters Costs Records. SF-1190, Foreign Allowance Application Grant and Report, and related worksheets.	Destroy upon receipt of new annual form. (NN-171-129, item 4)
061208	Standardized Regulations File. Includes record copies of changes in allowance regulations affecting all Government civilian employees overseas, together with initial recommendations and the official signed authority for the changes, and official record copy of the printed changes.	
	a. Record copy of each printed change.	**Permanent.** Offer to National Archives in 5-year blocks when 10 years old. (NC1-59-80-2, item 1a)
	b. Background material.	Destroy when 25 years old. (NC1-59-80-2, item 1b)
061209	Education Allowance Recommendations. Consists of copies of allowance recommendations, initial and subsequent annual questionnaires, evaluation worksheets, reports and correspondence with foreign posts, information copies of outgoing instructions on classification and reclassification of education allowance rates, record copies of memorandums interpreting regulations on eduational allowance.	Retire to RSC after 7 years. Destroy when 12 years old. (NN-171-129, item 5)
061210	Application for Grant of Educational Allowance.	Destroy when 3 years old. (NN-171-129, item 6)
061211	Differential - Post File. Consists of Differential Questionnaire, correspondence concerning rates, copies of current and rescinded Post Reports.	Retire to RSC after 7 years. Destroy when 12 years old. (NN-171-129, item 7)
061212	Unhealthful Post File.	Retire to RSC after 7 years. Destroy when 12 years old. (NN-171-129, item 8)

SECTION 13 ART IN EMBASSIES PROGRAM

ITEM NO.	DESCRIPTION	DISPOSITION
061301	General Subject Files.	See items 060102 and 060103.
061302	Art in Embassies Post Files. These files consist of correspondence concerning the obtaining of paintings and other art objects for display at embassies, and related shipping forms, memorandums, inventories of painting and check sheets indicating post's desires for works of art.	Block file every 2 years years and destroy when 6 years old. (NN-171-140, item 1)
061303	Art Loan Files. These files consist of correspondence with individuals, galleries, museums, private clubs and organizations, corporations and foundations regarding the loan of works of art. Includes documentation for insurance and shipment of works of art.	Destroy 6 years after becoming inactive. (NN-171-140, item 2)
061304	National and Executive Committee of the Art in Embassies Program Records. These records consist of general correspondence concerning committee activities and individual name files containing correspondence with individual members, data sheet and related documentation.	Retain in A/ART. (NN-171-140, item 3)
061305	Colored Slides. Color transparencies of works of art used in the program.	Retain in A/ART. (NN-171-140, item 4)
061306	Registration, Location, Condition Receipt Record. Control Cards maintained by Artist, Country where located, Title and by assigned number.	Retain in A/ART. (NN-171-140, item 6)
061307	Contact Cards. Cards containing name, address and phone number of likely prospects for an art loan.	Destroy after purpose has been served. (NR)

SECTION 14 AUTHENTICATIONS

ITEM NO.	DESCRIPTION	DISPOSITION
061401	Authentication Requests. Consist of letters from private individuals, organizations, and foreign governments requesting authentication of documents.	Destroy when 1 year old. (N1-59-87-2, item 1)
061402	Undeliverable Cases. Authenticated documents, request for fees, checks, money orders and letters of instruction on authentication procedures for powers of attorney, invitations, birth, marriage and death certificates, of support, original and copies of transcripts and diplomas. Material has been returned as undeliverable, no follow-up by requestor.	Destroy 1 year from day document was returned as undeliverable. (N1-59-87-2, item 2)
061403	Copies of SF 219, Certificate of Deposit. Office copies of the original, which is sent to BF/FS for processing. (See NN-170, item 185). The above are office copies of the original.	Destroy when 3 years old. (N1-59-87-2, item 3)
061404	Precedent Cases. Background material, concerning the Amendatory Act approved September 15, 1789 designating the Secretary of State, to authenticate using the seal of office. Also includes policies, procedures and precedent uses of the seal.	Retire to RSC when 5 years old. Retain for 25 years. (N1-59-87-2, item 4)
061405	Boycott Requests. Requests which violate the Export Administrative Act of 1979.	Destroy when 7 years old. (N1-59-87-2, item 5)
061406	Monthly Reports. Record of total number of documents authenticated each month, customers who have received over the counter and mail service each month and fees. Also indicates total number of documents received by mail.	Destroy when 5 years old. (N1-59-87-2, item 6)

CHAPTER 7 INFORMATION MANAGEMENT

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CHAPTER 7 INFORMATION MANAGEMENT RECORDS

The records described in this chapter document the Bureau of Administration and Information Management policy and program files which encompasses communications, information services, Privacy, Freedom of Information, Records Management and Directives Management .

SECTION 1 GENERAL

ITEM NO.	DESCRIPTION	DISPOSITION
070101	Communications - Policy File The single, central, official subject file of the Deputy Assistant Secretary for Communications. (Excluding: Administrative, chronological, individual working, information, personal or reference files) Consists of airgrams, Congressionals, correspondence, diplomatic notes, directives, manuals, memorandums, memorandums of conversation, plans, reports, telegrams - that have substantive content that documents administration, executive direction, management, policy-making, and procedures. Relates to functions/programs of the Department of State's telecommunications program which includes - domestic mail/pouch operations; engineering; foreign communications operations; human resources planning; interagency telecommunications requirements; logistics; maintenance; office organization/procedures; special projects/programming; technical services; communication centers; training; security; etc.	**Permanent**. Retire to RSC for transfer to WNRC when 3 years old Offer to NARA when 30 years old in 5-year blocks. (N1-59-86-7)
070102	*Assistant Secretary for Administration and Information Management - General Subject Files.* *These records document the activities of the Assistant Secretary for Administration in a variety of administrative functions such as, policy, plans, programs, and procedures for Classification/ Declassification, Foreign Buildings, Information Systems, Communications and Information Management. Consists of airgrams, telegrams ,general correspondence, congressionals, memorandum of conversations, briefing materials, letters, memoranda and related documents that havesubstantive content. Also includes an index to the subject files.*	***Permanent**. Transfer to RSC when 3 years old. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks. (N1-59-88-8, item 1)*
070103	*Assistant Secretary for Administration and Information Management - Country Files.* *Consisting of airgrams, telegrams, general correspondence, congressionals, memorandum, of conversations, briefing materials, letters, memoranda and other material relating to policies and procedures in the construction of overseas buildings.*	***Permanent.** Cut-off in year of project completion. Retire with block of subject files for that year. (N1-59-88-8, item 2)*

SECTION 2 COMMUNICATIONS SECURITY (COMSEC)

ITEM NO.	DESCRIPTION	DISPOSITION
070201	COMSEC Material Reports File. Consists of COMSEC Material Report (SF-153) or other approved type of document used to control COMSEC material. Includes reports for recording transfer, inventory, hand receipt, possession, disposition, and similar transactions.	
	a. User Accounts.	Destroy on completion of second inventory following period of reports. (NN-172-66, item 1a)
	b. Central Office of Record.	
	(1) Reports covering items no longer held by users, excluding reports covering inventory destruction and transfer to accounts of other Federal agencies	Destroy when 5 years old or when no longer held, whichever is longer. (NN-172-66, item 1b)
	(2) Inventory and Destruction Reports and reports of transfer to accounts of other Federal agencies	Destroy when 20 years old. (NC1-59-76-8, item 1)
070202	COMSEC Material Supply Correspondence File. Consists of correspondence between user account and the Communications Security Division which concerns the need for, supply and use of, acknowledgement of receipt for, and destruction or other disposition instructions for COMSEC material.	
	a. User Account.	Destroy when 2 years old or when particular system is discontinued, whichever occurs first. (NN-172-66, item 2a)
	b. Central Office of Record.	Destroy when 10 years old. (NN-172-66, item 2b)
070203	Daily Site-Check Inventory. Consists of list of short title of each item inventoried, the initials of the person making the inventory, and the date and time.	Destroy on completion of next quarterly inventory. (NN-172-66, item 3)

ITEM NO.	DESCRIPTION	DISPOSITION
070204	Telegram "Work" Copy Files. "Work" copies of incoming and outgoing telegram.	Destroy after 5 days and before 30 days. If associated with a telegram involved in an investigation, destroy when investigation completed. (NN-172-66, item 4)
070205	COMSEC Memorandums. Correspondence specifically related to SF-153 accounting reports and maintenance of a COMSEC account.	
	a. User Accounts.	Destroy when no longer needed for reference purposes. (NN-172-66, item 5a)
	b. Central Office of Records.	Destroy when purpose served and no longer needed for reference, but before 3 years old. (NN-172-66, item 5b)
070206	Appointment of Cryptocustodian and Alternate (JF-47 replaces DS-1657).	
	a. User Accounts.	Destroy when updated form submitted to Central Office of Record. (NN-172-66, item 6a)
	b. Central Office of Record.	**Permanent.** Attach to closing inventory report of outgoing custodian. (NN-172-66, item 6b)
070207	Authorized Entrance List and Visitors Register.	Portions of register containing significant information related to a security report or investigation are to be filed with the report; destroy all other copies when 1 year old. (NN-172-66, item 7)
070208	COMSEC Transaction Continuity Log. Consists of transaction number, type of report and date or other remarks used to maintain strict continuity in assignment of transaction numbers to SF-153 accounting reports.	Cut off at end of each calendar year and destroy. (NN-172-66, item 8)

ITEM NO.	DESCRIPTION	DISPOSITION
070209	COMSEC Discrepancy Correspondence. Consists of correspondence or reports granting or relating to authorization for an operation or installation which is not in accordance with prescribed regulations.	
	a. User location.	Destroy when condition corrected (NN-172-66, item 9a)
	b. OC/S File copy.	Destroy 5 years following date condition corrected. (NN-172-66, item 9b)
070210	Memorandum of Appointment of COMSEC Officer.	Destroy when new appointment made. (NN-172-66, item 10)
070211	Report of Violation of Communications Security (Form FS-507) and related correspondence.	
	a. User copy.	Destroy when 3 years old. (NN-172-66, item 11a)
	b. OC/S File copy.	Destroy when 20 years old. (NC1-59-76-8, item 2)
070212	Cryptographic Clearance Correspondence File. Correspondence pertaining to cryptographic clearances, including requests for clearance and grants of clearance.	
	a. User location.	Destroy when person whose clearance is discussed no longer requires clearance and/or departs for another assignment. (NN-172-66, item 12a)
	b. OC/S File copy.	**Permanent.** (NN-172-66, item 12b)
070213	Local Destruction Certificates. Consists of segment information cards, usage record card, or locally developed forms.	Destroy after SF-153 report of destruction is submitted. (NN-172-66, item 13)

ITEM NO.	DESCRIPTION	DISPOSITION
070214	COMSEC and Telecommunications Guidance Files. Includes correspondence regarding communications security and telecommunications regulations, standards and procedures; guidance on storage, shipment and destruction of COMSEC material; and correspondence regarding new or clarification of existing telecommunications.	
	a. User location.	Destroy when 3 years old or when superseded by revision of appropriate publications. (NN-172-66, item 14a)
	b. OC/S File copy.	Destroy when 10 years old. (NN-172-66, item 14b)

SECTION 3 COMMUNICATIONS PROGRAMS AND OPERATIONS

ITEM NO.	DESCRIPTION	DISPOSITION
070301	Special Communications Support for Secretary's Trips and Visits. Consists of telegrams, memorandums, airgrams, travel schedules, assignments, equipment, circuits, contracts or agreements, and other arrangements dealing with personnel, shipping and leasing.	Destroy 6 months after completion of trip or visit. (NC1-59-76-17)
070302	Post Files. Consists of telegrams, letters, memorandums, diagrams, and reports pertaining to communications operations matters such as telex facilities, Communications Center construction, generators, telephone, radio, teletype and cryptographic equipment, etc.	Transfer to WNRC when 3 years old. Destroy when 10 years old. (NC1-59-81-2, item 1)
070303	Subject Files. Consist of telegrams, airgrams, letters, memorandums, reports, and related correspondence pertaining to policy and procedural matters regarding the communications program overseas.	
	a. Documentation of communications policy including agreements, plans, etc.	Transfer to WNRC when 3 years old. Destroy when 10 years old (NC1-59-81-2, item 2a)
	b. Operations documents including crypto authorizations, personnel and service matters, etc.	Transfer to WNRC when 3 years old. Destroy when 10 years old. (NC1-59-81-2, item 2b)
070304	"Action Files" Consist of communications with posts on routine communications operations matters.	Transfer to WNRC when 3 years old. Destroy when 5 years old. (NC1-59-81-2, item 3)

SECTION 4 DIPLOMATIC POUCH AND COURIER OPERATIONS

ITEM NO.	DESCRIPTION	DISPOSITION
070401	Routine correspondence regarding courier services, delivery of pouches and handling of receipts.	Destroy when 2 years old. (II-NN-3607, item 4)
070402	Diplomatic Courier Trip Reports (Form FS-400).	Destroy when 3 years old. (352-S-326, item 1)
070403	Pouch Invoices (Form OF-244 replaces DS-23, and Forms 23a, 23b and 23c).	Destroy when 5 years old. (II-NNA-1794, item 1)
070404	Pouch Receipts (Form DS-830).	Destroy when 1 year old. (352-S-326, item 4)
070405	Record of Incoming Pouches.	Destroy when 1 year old. (352-S-326, item 4)
070406	Diplomatic Pouch Mail Registration (Form OF-120).	Destroy when 2 years old. (II-NNA-3047, item 1)
070407	Registered Mail Receipts (Forms DS-454 and DS-458), and Registered Mail Invoices (Form DS-712).	Destroy when 1 year old. (II-NNA-2409, item 5)
070408	Receipt Manifest (Form DS-794) or other approved type of receipt.	Destroy when 1 year old. (GRS 12,item 6a)
070409	Communications regarding transmission of mail, including material pertaining to proper manner of addressing officials, improper transmission of mail, and other matters concerning the routing and transmission of mail.	Destroy when 1 year old or when superseded or obsolete, whichever is applicable. (GRS 12,item 6g)
070410	Diplomatic Pouch Certification and Receipt (Form OF-235 replaces DS-1053).	Destroy when 2 years old. (II-NNA-2789, item 1)
070411	Pouch Dispatch Control (Form OF-250 replaces DS-1019).	Destroy when 1 year old. (II-NNA-3407, item 2)
070412	Air Cargo Transportation Request (Form OF-253 replaces DS-1053).	Destroy when 3 years old. (GRS 9,item 1a)

SECTION 5 INTERAGENCY AFFAIRS

ITEM NO.	DESCRIPTION	DISPOSITION
070501	National Communications Systems (NCS) Liaison Files - Emergency Plan Files Includes NSC reports on continuity of operations plan, emergency use of ERDA, NCS circulars and annual reports, telegrams, meeting files, and correspondence pertaining to State Department liaison with NCS in emergency planning for telecommunications operations.	Retire when 5 years old. Destroy when 10 years old. (NC1-59-84-7, item 1)
070502	General Subject Files. These are general files on communications liaison functions including matters pertaining to interagency working groups, (e.g. Emergency Communications Working Group, Emergency Mobilization Preparedness Board), conferences, etc. Contains background material on communications liaison and emergency planning matters. It consists of copies of pertinent legislation, agreements with other agencies, telegrams, general correspondence, reports, minutes of meetings, pertaining to interagency functions.	Retire when 5 years old, Destroy when 10 years old. (NC1-59-84-7, item 2)

SECTION 6 AUDIO-VISUAL SERVICES

ITEM NO.	DESCRIPTION	DISPOSITION
070601	Audio-Visual Project Files. Consists of background and completed work on all projects including request for service, free-hand illustrations, charts, mechanical drawings, models, maps, photographic negatives and prints, cost record and summary project card.	
	a. Projects of a substantive or historical nature involving considerable or extensive research and art work, and projects of a continuing nature.	Retain. (II-NN-3561, item 1a)
	b. Projects of a substantive or historical nature that are of no further administrative value following their completion.	Destroy 1 year after project completed. (II-NN-3561, item 1b)
070602	Project Card Record. Master Card Index to all projects.	Retain. (II-NN-3561, item 2)
070603	Project Working Files. Working files relating to processing of projects including project distribution sheets.	Destroy when 3 years old. (II-NN-3561, item 3)
070604	Photographic Files. Consists of negatives and photographic prints made for the press covering treaty signings, officials and dignitaries of various governments, U.S. officials, international conferences and other subjects.	
	a. Master set of one negative and one print of each photograph.	Retain. (II-NN-3561, item 4a)
	b. All other photographic prints.	Destroy when no longer needed for reference or distribution purposes. (II-NN-3561, item 4b)

SECTION 7 LIBRARY SERVICES

ITEM NO.	DESCRIPTION	DISPOSITION
070701	Library General Correspondence Files.	
	a. Files documenting policies and procedures of the Department of State Library.	Retain in library until obsolete or no longer needed for reference use. (NC1-59-80-21, item 1a)
	b. Correspondence, reports and other files pertaining to routine administrative matters.	Destroy when 3 years old. (NC1-59-80-21, item 1b)
070702	Exchange of Official Publications. Correspondence and other documentation pertaining to the exchange of official government publications with foreign governments.	Destroy when 3 years old or when no longer needed for reference use, whichever is longer. (NC1-59-80-21, item 2)
070703	Vendors Correspondence File. Correspondence with publishers regarding the procurement of books, periodicals, etc.	Destroy when 3 years old. (NC1-59-80-21, item 3)
070704	Publications Procurement Files.	
	a. General correspondence with organizational elements of Department regarding purchase of books, periodicals, etc.	Destroy when 3 years old. (NN-171-132, item 4a)
	b. Contracts, requisitions, purchase orders and related papers pertaining to award, administration, receipt, inspection and payment.	Destroy 3 years after final payment. (GRS 3, item 4)
070705	Foreign Publications - Post Files. Correspondence with posts requesting them to acquire certain foreign publications with related invoices, vouchers, etc.	Destroy when 3 years old. (NN-171-132, item 5)
070706	Library Services - Post File. Correspondence with posts regarding post requests for publications including related requisitions.	Destroy when 3 years old. (NN-171-132, item 6)

ITEM NO.	DESCRIPTION	DISPOSITION
070707	Statistical Reports File. Monthly statistical reports concerning workload factors for all library elements.	Destroy when 2 years old. (NC1-59-80-21, item 4)
070708	Foreign Publications Classified File. Correspondence, lists of periodicals and newspapers, invoices and related vouchers for procurement of foreign publications in communist countries.	Destroy when 3 years old (NN-171-132, item 8)
070709	Purchase Order and Requisition File. OF-263 (replaces DS-1659) for Departmental requests for library purchases.	Destroy 3 years after final payment. (GRS 3, item 4)

SECTION 8 PUBLISHING SERVICES

ITEM NO.	DESCRIPTION	DISPOSITION
070801	Publishing and Reproduction General Correspondence Files. Policy and procedural files documenting the program management and policy-making functions pertaining to the Department's publishing and reproduction activities.	**Permanent.** Retire to RSC after 5 years. (NN-171-142, item 1a)
070802	Equipment Reports. Reports on printing, processing and distribution equipment, including reports to the Joint Committee on Printing, Annual Plant Report, Annual Inventory of Field Plant and the Report on Stored Equipment.	Destroy when 3 years old, except retain in agency as long as needed reports used for accounting purposes. (NC1-59-80-9, item 1)
070803	Production Reports. Monthly and weekly production reports, short order station reports, daily plant and press production reports and Reproduction Equipment Card.	Destroy when 2 years old, or after completion of regular Departmental inspection audit. (NC1-59-80-9, item 2)
070804	Public Printer Requisition File. Consists of copies of requisition, invoices, specifications and related correspondence.	Destroy 3 years after completion or cancellation of requisition. (GRS 3, item 7)
070805	Printing and Binding Job Production Record.	
	a. Treaty Series (TIMS).	Destroy when 6 months old. (NN-171-142, item 5a)
	b. All other records.	Destroy when 3 years old. (NN-171-142, item 5b)
070806	Working Capital Fund Billing Records.	Destroy 1 year after completion of job. (GRS 13, item 3)

ITEM NO.	DESCRIPTION	DISPOSITION
070807	Contract Publications File. Consists of copies of contracts, requisitions, purchase orders, invoices and related correspondence.	Destroy 3 years after final payment. (GRS 3, item 4)
070808	Publishing Project Files.	
	a. General publications, includes original manuscript, galley and page proofs, instructions to printer and related correspondence.	Destroy 1 year after completion of job. (GRS 13, item 3)
	b. Biographic Register and other lists and directories. Includes new biographic data, printouts, source file for change, and galley and page proofs.	Destroy after publication of the next revision. (NN-171-142, item 8b)
	c. Foreign Relations Volumes, includes back-up documents, manuscript, galleys and correspondence, agreements, etc., giving permission to print documents.	
	(1) "Permission to Print" correspondence and memoranda	**Permanent.** (NN-171-142, item 8c (1))
	(2) All other copies	Destroy 1 year after publication of related Foreign Relations Volume. (NN-171-142, item 8c (2))
	d. Treaties and other international agreements, including manuscripts, galleys and related correspondence and documents.	Destroy 1 year after publication. (NN-171-142, item 8d)
070809	Requisition for Reproduction and Distribution Services - PS working copy (white).	Destroy when 3 months old. (NN-171-142, item 9)
070810	Supplies, Rental and Maintenance Service Records. Includes copies of requisitions, purchase orders, invoices, receiving and inspection report, inventory and usage reports.	Destroy when 3 years old. (NN-171-142, item 10)

ITEM NO.	DESCRIPTION	DISPOSITION
070811	Distribution Records. Consists of numbered and unnumbered case files containing distribution lists and related correspondence, and card indexes to the publications containing summary distribution data.	Destroy when form or publication for which the record was created is obsolete or superseded. (NN-171-142, item 11)

SECTION 9 FOREIGN AFFAIRS INFORMATION MANAGEMENT CENTER

ITEM NO.	DESCRIPTION	DISPOSITION
070901	General Subject Files. a. Long-range studies and survey reports; inter-office correspondence on Freedom of Information and Privacy Act implementation, Budget and Financial Plans, Monthly Statisitics, Weekly Activities Reports, and other material on general policy, plans or coordination.	Destroy when 5 years old or no longer needed for reference use. (NC-59-75-17, item 1a)
	b. Copies of requisitions and reproduction requests, inventory of property, Department Notices, surplus property listings and similar items.	Destroy when 1 year old; or, in the case of inventories and other recurring reports, when superseded. (NC-59-75-17, item 1b)
070902	Security Clearance File. Consenting memorandums and other inter-office and inter-agency correspondence clearing individuals (former ambassadors, scholars, professors, employees, etc.) for reference use of the Department's Central Foreign Policy Files. Mostly Letter of Consent for Visitors, from the Office of Security, or clearance memorandums from PA/HO.	Destroy 1 year after period of last research. (NC-59-75-17, item 2)
070903	Master Files of DS-693, Transfer of Records Forms. Originals or master copies of all incoming post and Departmental DS-693's listing retired records, a description of the records, inclusive dates, volume, authority under which disposed, a lot number assigned, recommended disposition, box contents, plus any subsequent notes or commments documenting the location of retired office and post files.	Permanent. Use as a master finding aid for scholars and researchers. Offer to NARA when no longer needed for reference. (NC-59-75-17, item 3)

ITEM NO.	DESCRIPTION	DISPOSITION
070904	File of SF-135, Records Transmittal and Receipt, Forms. Copies of original SF-135 transmitting Departmental records to either the Federal Records Center in Suitland, Md., or the NPRC, St. Louis. Document contains FRC accession number, record group number, and notation of final disposition of records.	Retain in Department as a master finding aid for scholars and researchers. Destroy when no longer needed for reference. (NC-59-75-17, item 4)
070905	Service Message File. Incoming and outgoing communications concerning the TAGS system and technical problems which result in the telegraphic transmission of information between the Department and the posts.	Destroy 1 year after problem has been solved. (NC-59-75-17, item 5)
070906	Document Analysis Subject Files. Includes correspondence on White House Mail, Vice Presidential correspondence, S/S instructions, Freedom of Information guidelines, monthly reports, production reports, security correspondence, office budget and personnel files, counterfeit currency records, distribution lists, and other records dealing with the flow of paperwork between Departmental offices and the posts. Also included are subject files of the Written Communications Section.	Destroy when 5 years old. (NC-59-75-17, item 6)
070907	Thesaurus and Related Background Documents.	A permanent record set of each new issuance of the Thesaurus and related documentation is to be retained in FAIM. Another set, along with related documents, is to be offered to the Archives. (NC-59-75-17, item 7)
070908	Letters and petitions from individuals and organizations (generally referred to as Popular Comment Mail) including anonymous letters concerning criticism, complaints, commendations and replies thereto, and letters addressed to the President and referred to the Department of State for reply, providing they involve no administrative actions, policy decisions or special compilations or research.	Destroy when 3 months old. (NC1-59-76-11)

SECTION 10

PRIVACY ACT

ITEM NO.	DESCRIPTION	DISPOSITION
071001	Privacy Act Requests Files. Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.	
	a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).	
	(1) Granting access to all requested records.	Destroy 2 years after date of reply. (GRS 14, item 21a(1))
	(2) Responding to requests for non-existent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency fees	Destroy 2 years after date of reply if not appealed. (GRS 14, item 21a(2)(a))
	(3) Denying access to all or part of the records requested	Destroy 5 years after date of reply if not appealed. (GRS 14, item 21a(3))
	b. Official file copy of requested records.	Dispose of in accordance with approved agency disposition instructions for the related records,or in accordance with the related Privacy Act request, whichever is later. (GRS 14, item 21b)
071002	Privacy Act Amendment Case Files. Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 5 U.S.C. 552a(d)(3); and to any civil action brought by the individual against the refusing agency as provided for under 5 U.S.C. 552a(g).	

ITEM NO.	DESCRIPTION	DISPOSITION
071002 (contd.)	a. Requests to amend agreed to by agency. Includes individual's requests to amend and/or review refusal to amend, copies of agency's replies thereto, and related records.	Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 4 years after agency's agreement to amend, whichever is later. (GRS 14, item 22a)
	b. Requests to amend refused by agency. Includes individual's requests to amend, copies of agency's replies thereto, statement of disagreement, agency justification for refusal to amend a record, and related materials.	Dispose of in accordance with the approved disposition instructions for the related subject individual's record, 4 years after final determination by agency, or 3 years after final adjudication by courts, whichever is later. (GRS 14, item 22b)
	c. Appealed requests to amend. Includes all files created in responding to appeals under the Privacy Act for refusal by any agency to amend a record.	Dispose of in accordance with the approved disposition instructions for related subject individual's record, or 3 years after final adjudication by courts, whichever is later. (GRS 14, item 22c)
071003	Privacy Act Accounting of Disclosure Files. Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requestor's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.	Dispose of in accordance with the approved disposition instructions for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later. (GRS 14, item 23)
071004	Privacy Act Control Files. Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requestor.	

ITEM NO.	DESCRIPTION	DISPOSITION
071004 (contd.)	a. Registers or listings.	Destroy 5 years after date of last entry. (GRS 14, item 24a)
	b. Other files.	Destroy 5 years after final action by the agency or final adjudication by the courts, whichever is later. (GRS 14, item 24b)
071005	Privacy Act Reports Files. Recurring reports and one-time information requirements relating to agency implementation, including annual reports to the Congress, the Office of Management and Budget, and the Report on New Systems.	
	a. Annual reports at departmental or agency level.	**Permanent.** Offer to National Archives with related agency records approved for permanent retention in agency records control schedule or when 15 years old, whichever is sooner. (GRS 14, item 25a)
	b. Other reports.	Destroy when 2 years old. (GRS 14, item 25b)
071006	Privacy Act General Administrative Files. Records relating to general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.	Destroy when 2 years old or sooner if no longer needed for administrative use. (GRS 14, item 26)

SECTION 11 FREEDOM OF INFORMATION ACT

ITEM NO.	DESCRIPTION	DISPOSITION
071101	Freedom of Information Act (FOIA) Requests Files. Files created in response to requests under the Freedom of Information Act, consisting of the original request, a copy of the reply thereto, and all related supporting files which may include official file copy of requested record or copy thereof.	
	a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).	
	(1) Granting access to all the requested records	Destroy 2 years after date of reply. (GRS 14, item 11a(1))
	(2) Responding to requests for non-existent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees	
	(a) Request not appealed	Destroy 6 years after date of reply. (GRS 14, item 11a(2)(a))
	(b) Request appealed	Destroy as authorized under Item 061602. (GRS 14, item 11a(2)(b))
	(3) Denying access to all or part of the records requested	
	(a) Request not appealed	Destroy 5 years after date of reply. (GRS 14, item 11a(3)(a))
	(b) Request appealed	Destroy as authorized under Item 061602. (GRS 14, item 11a(3)(b))
	b. Official file copy of requested records.	Dispose of in accordance with approved agency disposition instruction for the related records, or with the related FOIA request, whichever is later. (GRS 14, item 11b)

ITEM NO.	DESCRIPTION	DISPOSITION
071102	Freedom of Information Act Appeals Files. Files created in responding to administrative appeals under the FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents which may include the official file copy of records under appeal or copy thereof.	
	a. Correspondence and supporting documents (excluding the official file copy of the records under appeal if filed herein).	Destroy 6 years after final determination or 3 years after final adjudication by courts, whichever is later. (GRS 14, item 12a)
	b. Official file copy of records under appeal.	Dispose of in accordance with approved agency disposition instructions for the related records, or with the related FOIA request, whichever is later. (GRS 14, item 12b)
071103	FOIA Control Files. Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature and purpose of request, and name and address of requestor.	
	a. Registers or listings.	Destroy 6 years after date of last entry. (GRS 14, item 13a)
	b. Other files.	Destroy 6 years after final action by the agency or after final adjudication by the courts, whichever is later. (GRS 14, item 13b)
071104	FOIA Reports Files. Recurring reports and one-time information requirements relating to agency implementation of the Freedom of Information Act (Excludes annual reports at Departmental or agency level).	Destroy when 2 years old or sooner if no longer needed for administrative use. (GRS 14, item 14)

ITEM NO.	DESCRIPTION	DISPOSITION
071105	Freedom of Information Act Administrative Files. Records relating to the general agency implementation of the FOIA, including notices, memorandums, routine correspondence, and related records.	Destroy when 2 years old or sooner if no longer needed for administrative use. (GRS 14, item 15)
071106	Information Request Management System (IR). Information Request Tracking Master - This on-line information system is used by the Foreign Affairs Information Management Center (FAIM) to track individual requests for Department information submitted under the Freedom of Information Act and the Privacy Act of 1974.	**Permanent.** Retain on magnetic tape data purged from disc. Transfer with related documentation to the National Archives annually when 30 years old or sooner if negotiated with NARA. (NC1-59-83-4, item 17)

SECTION 12 RECORDS MANAGEMENT

ITEM NO.	DESCRIPTION	DISPOSITION
071201	Records Management Post Files. Consist of correspondence with posts regarding records matters; memorandums and DS-693's transmitting shipments of retired records; copies of post Security Survey reports; Records Management Staff survey reports; action and information telegrams and airgrams; and other related documents.	
	a. Copies of post Security Survey reports.	Destroy when superseded by more current report. (NC-59-75-17, item 9a)
	b. All other records.	Retire to RSC when 3 years old. Destroy when 6 years old. (GRS 16, item 11)
071202	Records Equipment File. Copies of standard Departmental requisitions, Form DS-1659, requesting file equipment.	Destroy when 3 years old. (NC-59-75-17, item 10)
071203	Records Management Subject Files. Include copies of long-range procedural and files surveys of both Departmental and field offices; correspondence and memorandums on file system development, records maintenance and disposition matters, microfilming, and the records equipment control program; and documentation of changes in the Records Management Handbook, the Departmental, Post and Field Office Records Disposition Schedules, the Records Classification Handbook, and other publications.	Destroy when 6 years old. (GRS 16, item 11)
071204	SF-115 Files (Request for Authority to Dispose of Records), covering Departmental and post records, signed copies of letters of concurrence, and related documents.	Transfer to FRC when 10 years old. Destroy when obsolete or superseded. (NC-59-75-17, item 12)

ITEM NO.	DESCRIPTION	DISPOSITION
071205	Records Transmittal and Receipt (SF-135) File with related GSA 7015, annotated letters of disposal clearance. Consists of Form SF-135 listing retired Departmental records, their location in FRC, and annotated as to their ultimate disposition; and related GSA Form 7015 describing records which have come due for destruction, disposal authority, accession number, record group, cubic footage, date and signed justification for disposition.	Destroy when related records are destroyed, or when no longer needed for administrative or reference purposes. (GRS 16, item 3)
071206	Statistical Reports of Records Holdings. Periodic reports of Departmental and field offices and Foreign Service posts on quantities of records being maintained, retired and destroyed.	Destroy when 3 years old. (GRS 16, item 6)
071207	IRM Triennial Review Files. Reports required by the General Services Administration concerning reviews of information resources management (IRM) practices. Included are associated correspondence, studies, directives, feeder reports, and monitoring surveys and reports.	Destroy when 7 years old. (GRS-87-15)

SECTION 13 DIRECTIVES, FORMS AND REPORTS MANAGEMENT

ITEM NO.	DESCRIPTION	DISPOSITION
071301	Departmental and Foreign Service Regulatory and Procedural Issuances. Series of regulatory and procedural issuances of the Department and the Foreign Service, including the Foreign Affairs Manual, Foreign Affairs Manual Circulars, numbered delegations of authority, circular airgrams and telegrams, program manuals and handbooks.	
	a. One complete set of each series of issuances, including handbooks and manuals.	**Permanent.** Transfer to FRC when 10 years old. Offer to National Archives when 30 years old. (NC-59-75-14, item 1a)
	b. Extra copies.	Destroy when superseded or when no longer needed for reference or distribution purposes (NR). (NC-59-75-14, item 1b)
	c. Background and docket files, consisting of docket sheets, draft issuances and related clearance memoranda and forms.	**Permanent.** Transfer to FRC when 10 years old. Offer to National Archives when 30 years old. (NC-59-75-14, item 1c)
071302	Regulations and Notices Published in the Federal Register. Background or docket cases, containing drafts, memoranda pertaining to the submission, clearance and approval of Departmental regulations and Public Notices to be published in the Federal Register.	**Permanent.** Transfer to FRC when 10 years old. Offer to National Archives when 30 years old. (NC-59-75-14, item 2)
071303	Policy and Procedure Files, including guidelines and procedures relating to directives, forms, correspondence and reports.	**Permanent.** Transfer to FRC when 10 years old. Offer to National Archives when 30 years old. (NC-59-75-14, item 3)
071304	Distribution Lists for Issuances. Lists showing number of issuances distributed to Departmental units and Foreign Service posts.	Destroy when superseded or obsolete. (NC-59-75-14, item 4)

ITEM NO.	DESCRIPTION	DISPOSITION
071305	Organization Charts of the Department of State.	**Permanent.** Transfer to FRC when 10 years old. Offer to National Archives when 30 years old. (NC-59-75-14, item 5)
071306	Reserved for future use.	
071307	Reserved for future use.	
071308	Publications Project Files. Correspondence, memoranda, reports and other papers on such projects as the U.S. Government Organization Manual, Congressional Directory, delegations of authority by Executive Order, Reports to Congress, etc.	Destroy when publications reissued. (NC-59-75-14, item 8)
071309	Reporting Files. Case files on recurring administrative, inter-agency and Congressional reports.	Destroy 2 years after report is discontinued. (NC-59-75-14, item 9)
071310	Forms Control Files. Copies of forms and form letters with related memoranda regarding their preparation, clearance or approval, or discontinuance; and related reproduction plates or mats.	
	a. One copy of each form and form letter with related memoranda on establishment or discontinuance.	**Permanent.** Transfer to FRC when 10 years old. Offer to National Archives when 30 years old. (NC-59-75-14, item 10a)
	b. Reproduction plates and mats.	Destroy when related form is changed or discontinued. (NC-59-75-14, item 10b)

CHAPTER 8 FOREIGN BUILDINGS OPERATIONS RECORDS

The records described in this chapter document the policies, management and direction of the overseas building program. Includes short-term and long-term leasing; construction, acquisition and disposal of real property; architectural and engineering aspects of building projects; and interior design.

SECTION 2 CENTRAL FILES

ITEM NO.	DESCRIPTION	DISPOSITION
080201	FBO Central File - Post Correspondence. Includes correspondence dealing with capital and minor improvements; progress reports on buildings under construction, as well as correspondence concerning proposed buildings; information on the site, location and cost of operation of properties managed by FBO; requests for the post's yearly fiscal reports; requests to posts and replies concerning photographs of properties; correspondence stating that contracts have been transmitted or amendments made, but NOT ACTUAL CONTRACTS; and general information dealing with a country or specific post.	Retire to RSC when 4 years old. Destroy when 14 years old. (NC1-59-76-10, item 1)
080202	Blueprints and Drawings. Master file of blueprints and drawings of proposed, constructed or completed buildings.	**Permanent.** Offer to National Archives when 30 years old. (NC1-59-76-10, item 2)
080203	*Real Estate Management System (REMS)* *An electronic information system designed to assist administrative personnel at embassies and consulates manage their real estate holdings, long and short term leases for apartments and office space, and work orders for repairs. Additionally this information is provided to FBO headquarters to a centralized data base to manage real estate assets worldwide.*	*Destroy information when obsolete or no longer needed for reference purposes. (N1-59-87-11, item 1)*

SECTION 3 FISCAL AND ACCOUNTING

ITEM NO.	DESCRIPTION	DISPOSITION
080301	Contracts for Construction and Alteration. Copies of contracts for construction, alteration, repair, equipment and furnishing of Government-owned buildings outside the United States, including related papers such as change orders, changes or amendments to contracts, and payments under contract.	Destroy 6 years and 3 months after final payment. (GRS 3, item 4)
080302	Working Papers on Accounts. Consists of copies of obligation documents, purchase orders, instructions regarding stockpile accounts, worksheets for the property list, reports on unliquidated obligations, copies of journal vouchers, and other papers relating to accounts.	Destroy when 5 years old. (NC1-59-80-8, item 1)
080303	Allotment Ledger. Ledger of allotments made for various Foreign Service post buildings and of charges against each allotment.	Destroy when 5 years old. (II-NNA-3111, item 12)
080304	Advices of Allotment. Notices and related communications regarding allotments made to Foreign Service posts for buildings.	Destroy when 5 years old. (NC1-59-80-8, item 2)
080305	Post Reports on Obligations. Reports of Foreign Service posts on unliquidated obligations in connection with their buildings.	Destroy when 5 years old. (II-NNA-3111, item 14)

CHAPTER 10 OFFICE OF FOREIGN MISSIONS

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CHAPTER 10 OFFICE OF FOREIGN MISSIONS

This chapter identifies the records maintained by the Office of Foreign Missions which documents the functions relating to reciprocity issues for the foreign missions.

SECTION 1 GENERAL

The first four items on this schedule are applicable to all component offices within the Office of Foreign Missions unless covered by other items on this schedule.

ITEM	DESCRIPTION	DISPOSITION
100101	Organization Files Consists of background correspondence, reports briefing material, etc. documenting the creation, establishment and changes in organization and functions of OFM as a separate office under the authority of the Foreign Missions Act.	**Permanent.** Cut off at the end of the calendar year. Retire to RSC when 5 years old. Offer to the National Archives when 30 years old in 5 year blocks. (N1-59-87-9, item 1)
100102	Policy Files Consists of memorandums, telegrams, correspondence, reports, etc., documenting the activities, operations, policies, and procedures of the Office of the Foreign Missions. This consists of information on reciprocity, interagency activities, working groups, congressional hearings, and the issues that OFM is responsible for overseeing.	
	a. Policy and procedural files which document the development and implementation of the programs.	**Permanent.** Retire to RSC when 5 years old. Offer to the National Archives when 30 years old in 5 year blocks. (N1-59-87-9, item 2a)
	b. Information that documents the activities and programs of the office.	**Permanent.** Retire to RSC when 3 years old. Offer to the National Archives when 30 years old in 5 year blocks. (N1-59-87-9, item 2b)
	c. Files of long term or outstanding issues concerning restricted countries.	**Permanent.** Retire to RSC when 10 years old. Offer to the National Archives when 30 years old in 5 year blocks. (N1-59-87-9, item 2c)

ITEM NO.	DESCRIPTION	DISPOSITION
100103	Country Files - General Consists of telegrams, memorandums, general correspondence, reports, and other documentation on issues of customs, taxes, contractors, motor vehicles, leases, etc. arranged by country on the foreign diplomatic, consular, and other employees of the foreign missions.	**Permanent.** Retire to RSC when 10 years old. Offer to the National Archives when 30 years old in 5 year blocks. (N1-59-87-9, item 3)
100104	OFMIS - Computerized Information System Multi-file on-line system provides information support for M/OFM's program requirements and affiliated organizations programs that have access to this system, e.g. Office of Protocol, US Mission to the United Nations, and the Interagency Liaison Group. This system consists of modules on accreditation activities for all Embassy, Consular and UN diplomats, staff, their dependents, and household staffs; Tax, Diplomatic Motor Vehicle and Customs functions.	Delete information in database when no longer needed, as determined and cleared by the M/OFM Information Systems Manager. (N1-59-87-9, item 4)

SECTION 2

TAX DIVISION

ITEM NO.	DESCRIPTION	DISPOSITION
100201	Tax Exemption Files Consists of diplomatic notes, telegrams, memorandums, general correspondence and other documentation concerning the exemption of real estate holdings and members of foreign missions from federal and state taxes, fees and licenses.	
	a. Policy and procedural files on exemption for members of foreign missions.	**Permanent.** Screen out information that has been superseded or of no further value. Retire when 5 years old. Offer to the National Archives when 20 years old. (N1-59-87-9, item 5a)
	b. Sales tax exemption card applications and and diplomatic notes requesting replacement of lost or stolen sales tax exemption cards. Information is arranged by country exclusive of restricted countries.	Transfer to FBI 1 year after departure of employee. (N1-59-87-9, item 5b)
	c. Sales tax exemption card applications and diplomatic notes requesting replacement of lost or stolen sales tax exemption cards pertaining to restricted countries.	Retain 2 years after termination of employee. Transfer to FBI. (N1-59-87-9, item 5c)
	d. Communications of routine nature pertaining to tax issues, receipts for issued cards, etc. Arranged by country.	Destroy when 2 years old. (N1-59-87-9, item 5d)

SECTION 3 CUSTOMS DIVISION

ITEM NO.	DESCRIPTION	DISPOSITION
100301	Inspection and Exchange Rate Files	
	a. Country files containing inspection of household effects for incoming members of foreign missions, including liaison between missions and U.S. Customs.	Destroy 1 year after completion of requests. (N1-59-87-9, item 6a)
	b. Exchange rates for restricted countries based on reciprocity.	Screen periodically obsolete or superseded information. (N1-59-87-9, item 6b)
100302	Excise Tax Files Country files consisting of cables, diplomatic notes and other correspondence requesting exemption to excise tax imposed on certain commodities imported by foreign governments and their members.	
	a. Communications of a routine nature.	Screen 1 year after completion of requests. (N1-59-87-9, item 7a)
	b. Communications requesting exemption to excise tax other than those described in "a" above.	Retire one year after completion of requests. Destroy when 5 years old. (N1-59-87-9, item 7b)
100303	International Organization File Consists of diplomatic notes, cables and general correspondence concerning foreign government owned organizations operating in the U.S. requesting accreditation, tax exemptions, and diplomatic privileges and any other issues requiring OFM's approval. Information is arranged by country and alphabetically by organization	
	a. Routine requests and responses.	Destroy when no longer needed. (N1-59-87-9, item 8a)
	b. Special Case Files.	Transfer records of interest to the FBI. Destroy the remainder. (N1-59-87-9, item 8b)

ITEM NO.	DESCRIPTION	DISPOSITION
100304	Customs Clearance Requests	
	a. Diplomatic notes, forms, telegrams and other communications requesting free entry of merchandize into the U.S. by foreign governments and international organizations.	Destroy 1 year after completion of request. (N1-59-87-9, item 9a)
	b. Diplomatic notes and related communications concerning the authorization for temporary periods of blanket clearance to cover free entry of specified articles.	Destroy 5 years after termination or clearance arrangement. (N1-59-87-9, item 9b)
100305	Clearances - Ship Files Country files containing telegrams, diplomatic notes, and other correspondence requesting clearances for ceremonial, informal, and operational visits of ships, both U.S. and foreign.	Destroy 1 year after approval of request. (N1-59-87-9, item 10)

SECTION 4 TRAVEL

ITEM NO.	DESCRIPTION	DISPOSITION
100401	Travel Program Files Consists of information and travel arrangements for members of countries who are restricted in travelling. Consists of bills, reservations, memorandums, diplomatic notes pertaining to individual travel plans. Files are arranged by country and alphabetically within each country.	Retire when 3 years old. Transfer records of interest to the FBI. Destroy the remainder. (N1-59-87-9, item 11)
100402	Computer System File Information pertaining to OFM's automated system containing reports and correspondence on the development, expansion, and problems associated with the database.	Screen periodically and destroy. (N1-59-87-9, item 12)

SECTION 5 PROPERTY

ITEM NO.	DESCRIPTION	DISPOSITION
100501	Leases Files are arranged by country containing copies of leases required by members of the foreign diplomatic community.	Transfer records of interest to the FBI one year after termination of the lease by foreign government. Destroy the remainder. (N1-59-87-9, item 13)
100502	Real Estate Files Consists of memorandums, diplomatic notes, and cables of information arranged by country requesting approvals for leasing or purchasing properties. Files are on those countries whereby reciprocity or national security are issues requiring State Department's assistance and approval.	Retire one year after termination of lease by foreign government or sale of property. Destroy when 5 years old. (N1-59-87-9, item 14)
100503	Property Management Files Information on property which State Department has taken control of due to severance of diplomatic relations with the country. Contains information on leases, maintenance, renovations, custodial responsibilities, bank accounts and any additional information pertaining to management of these properties.	Retire when 5 years old. Destroy when 20 years old. (N1-59-87-9, item 15)
100504	Tax Exemption Files	
	a. Communications with local governments on policies and procedures on tax issues for the foreign missions and employees.	Retain permanently. (N1-59-87-9, item 16a)
	b. Miscellaneous correspondence file with local governments on real estate issues regarding foreign governments.	Transfer records of interest to the FBI. Destroy the remainder. (N1-59-87-9, item 16b)

SECTION 6 ADMINISTRATIVE

ITEM NO.	DESCRIPTION	DISPOSITION
100601	Bank Accounts Contains bank accounts set up to pay for travel, hotels, contractors, etc. for members of foreign missions who are restricted based upon reciprocity. The foreign missions provide funding to reimburse OFM for all expenditures.	Retire after completion of audit on accounts paid and destroy when 3 years old. (N1-59-87-9, item 17)

SECTION 7 MOTOR VEHICLE DIVISION

ITEM NO.	DESCRIPTION	DISPOSITION
100701	Motor Vehicle Policy Files Information identifying all policy and procedures on motor vehicle issues.	**Permanent.** Retire when 5 years old. Offer to the National Archives when 30 years old in 5 year blocks. (N1-59-87-9, item 18)
100702	Motor Vehicle Registration Program Consists of application forms, proof of ownership, sales documents, titles, registrations, requests to sell or export vehicles and other documentation used in obtaining license plates and selling or exporting vehicles.	
	a. Requests for license plates and requests to sell or export vehicles before departing the U.S. for all countries except those considered criterion countries.	Destroy 2 years after departure of employee. (N1-59-87-9, item 19a)
	b. Requests for license plates and requests to sell or export cars by members of criterion countries.	Transfer records of interest to the FBI 3 years after granting approval to sell or export cars. Destroy the remainder. (N1-59-87-9, item 19b)
100703	Motor Vehicle Correspondence File Consists of diplomatic notes, telegrams, and other correspondence on routine motor vehicle issues, i.e licenses, parking violations, driving violations, communications with local governments, etc. Arranged by country.	Destroy when 2 years old, unless pertains to policy formulation. Transfer records of interest on "Violations" files to FBI. Destroy the remainder. (N1-59-87-9, item 20)
100704	Driver License Program Consists of photographs, application forms, and other supporting documents and correspondence needed for issuance of driver licenses to members of foreign missions.	Upon departure of employees, place in inactive file. Transfer records of interest to the FBI when 1 year old. Destroy the remainder. (N1-59-87-9, item 21)
100705	Motor Vehicle Insurance Copies of insurance policies on motor vehicles owned by members of foreign missions.	Destroy 1 year after departure of employee. (N1-59-87-9, item 22)

SECTION 8 CONTRACTOR DIVISION

ITEM NO.	DESCRIPTION	DISPOSITION
100801	Contractors' Files Consists of contractors who provide services to OFM and/or services for renovations and improvements to buildings owned or occupied by criterion countries. Contains copies of contracts, invoices, architectural drawings, receipts for payments, diplomatic notes, and general correspondence for services requested and rendered.	
	a. Copies of architectural drawings.	**Permanent.** Retire when 5 years old. Offer to the National Archives when 30 years old. (N1-59-87-9, item 23a)
	b. Copies of contracts and related papers and correspondence.	
	1. Transactions of more than $10,000 and all construction contracts exceeding $2,000.	Destroy 6 years and 3 months after final payments. (N1-59-87-9, item 23b(1))
	2. Transactions of $10,000 or less and construction contracts under $2,000.	Destroy 3 years after final payment. Close file at the end of the fiscal year, retain 3 years and destroy, except for files in which actions are pending shall be brought forward to the next fiscal year's files for destruction therewith. (N1-59-87-9, item 23b(2))

CHAPTER 14 VISA RECORDS

The records described in this chapter document the policies, programs, and management of the Visa Office regarding visa issuance and refusal.

ITEM NO.	DESCRIPTION	DISPOSITION
140001	Visa Policy Files. Communications, including reports, regarding visa policies, procedures, regulations and legislation.	**Permanent.** Maintain in 5-year blocks. Retire to WNRC when 5 years old. Offer to National Archives when 15 years old. (NC1-59-79-13)
140002	Visa Case Files on Individual Aliens. Correspondence, memorandums, reports, forms, and other types of correspondence regarding individual visa applicants.	
	a. Case files on individual aliens issued an immigrant visa.	Destroy 6 months after issuance. (NC1-59-81-1, a)
	b. Case files on individual aliens issued a non-immigrant visa.	Destroy 1 year after issuance. (NC1-59-81-1, b)
	c. Case files on individual aliens refused a visa.	
	(1) Cases of living visa applicants	
	(a) Cases of applicants refused or presumed ineligible on the basis of Sections 212(a)(23), (27), (28), and (29) of the Immigration and Nationality Act.	Retain until alien is 90 years of age or older, provided there has been no visa activity for the past 10 years, then destroy. (NC1-59-86-2, c1(a))
	(b) Cases of applicants refused or presumed ineligible under Section 212(a)(33) of the Immigration and Nationality Act.	Retain until alien is 90 years of age, then destroy. (NC1-59-86-2, c1(b))
	(c) Cases of applicants refused or presumed ineligible on the basis of Sections 212(a)(1), (2), (3), (4), (5), (9), (10), (12), (13), (17) (19), (22), and (31) of the Immigration and Nationality Act.	Retain until alien is 90 years of age or older, provided there has been no visa activity for the past 10 years, then destroy. (NC1-59-86-2, c1(c))
	(d) Cases of applicants refused or presumed ineligible under all other sections of 212(a) (Category II), and 212(e) of the Immigration and Nationality Act.	Destroy 2 years after date of refusal. (NC1-59-81-1, c1(d))

ITEM NO.	DESCRIPTION	DISPOSITION
140002 (contd.)	(e) Cases of applicants refused or presumed ineligible on the basis of Sections 212(a) (17) of the Immigration and Nationality Act.	Destroy 5 years after date of refusal, provided there is no indication that alien sought to return to the United States within the last 5 years. (N1-59-86-2, item 7)
	(f) Cases of applicants refused under Section 221(g) (36).	Destroy 1 year after date of refusal. (NC1-59-81-1, c1(e))
	(g) Cases of applicants refused or presumed ineligible on the basis of Section 212(a)(6) of the Immigration and Nationality Act.	*Destroy when 15 years old, except where review by consular officer indicates need for further reference value. (N1-59-88-38, item 1)*
	(2) Cases of deceased visa applicants.	Destroy upon notification of death of applicant. (NC1-59-81-1, c2)
140003	Visa Regulations, Notes and Handbooks.	
	a. Master set.	Retain (II-NN-3399, item 9a)
	b. Post memorandums requesting, acknowledging receipt of, or reporting on completeness of visa regulations, notes or handbooks.	Destroy when new check list on visa regulations is issued. (II-NN-3399, item 9b)
140004	Passport Arrangements for Aliens to be Deported. Communications regarding arrangements for obtaining passports for aliens being deported from the United States.	Destroy non-contentious cases 5 years after deportation; retain contentious cases. (II-NN-3399, item 10)
140005	Lead Sheets for "No Record" Name Checks. Lead Sheet for Investigation, on name checks of various government files which resulted in reports of "no information" on the alien refugee described in the lead sheet.	Retain one copy as part of Visa Case File (see Item 140002); destroy all other copies immediately. (II-NN-3399, item 6)
140006	Reports on Visas Issued and Refused. Periodic reports of posts on the numbers of visas issued and refused at the posts.	Destroy when 10 years old. (II-NN-3399, item 5)

ITEM NO.	DESCRIPTION	DISPOSITION
140007	Communications Regarding Inquiries on Status of Non-Immigrant Trainees. Communications with private individuals and firms regarding the status of certain aliens applying for admission to the United States in order to take training courses in various United States firms and corporations. 140008	Destroy when 5 years old. (II-NN-3399, item 14)
Samples.	Destroy 3 months after Memorandums and related post communications with various Foreign Offices concerning requests for samples of foreign passports.	Requests for Foreign Passport request is answered. (II-NN-3399, item 1)
140009	Telephonic Waivers of Documentary Requirements. Form sheets used to record information regarding telephonic waivers of visa documentary requirements, principally for foreign crews of ships in ports of the U.S. Excludes related correspondence with the Immigration and Naturalization Service.	Destroy 1 year after date of waiver. (II-NN-3399, item 2)
140010	Requests for Security Clearance for Cuban Nationals Applying for U.S.Visas. Includes OF-221 replaces FS-493, Visa Action Request, and any other communications from posts requesting clearances; OF-184 replaces DS-939 or , Request for Security Information; other related Department correspondence incident to obtaining clearance; and copy of reply to post.	
	a. Cases where no derogatory information developed.	Destroy after completion of action and recording in name index. (NN-167-97, item 1)
	b. Cases where derogatory security information exists.	File in Visa Case File (see Item 140002). (NN-167-97, item 1)
	c. Name index recording non-derogatory cases.	Destroy 1 year after case is closed. (NN-167-97, item 1)
140011	Inquiries Regarding Status of Individual Visa Cases. Files originating as a result of written or verbal inquiries from individuals, Congressional or Government offices or independent organizations concerning the status of a specific visa case. Includes	Destroy 1 year after reply. (NN-167-97, item 2)

ITEM NO.	DESCRIPTION	DISPOSITION
140011 (Contd)	internal and external communications incident to obtaining required information and copy of reply not involving a policy decision.	
140012	Communications Regarding Requests for Publications. Communications with Foreign Service posts, other Government agencies, and private individuals and organizations regarding requests for publications. Included are copies of publications obtained.	Destroy communications 3 months after replies to requests have been received; destroy publications when they are of no further reference value to the Visa Office. (II-NN-3399, item 3)
140013	Immigrant Visa Control Ledger Sheets (Form DS-646). Ledger sheets on which are entered information on each immigrant visa number, its allocation, reallocation, cancellation, reassignment, etc., and a reference to related communications.	Destroy 3 years after close of fiscal year. (II-NN-3399, item 7)
140014	Annual Report on the Use of Immigrant Visa Numbers. Annual reports on the usage of immigrant visa numbers by preference class and foreign state or dependent area chargeability during the fiscal year.	Retain. (II-NN-3399, item 8)
140015	Communications Regarding Allotments of Immigrant Visas Numbers. Telegrams and memorandums to and from Foreign Service posts regarding the allotment, reallotment, and return for cancellation of specified visa numbers.	Destroy after 1 fiscal year. (II-NN-3399, item 15)
140016	Form Notices of the Immigration and Naturalization Service and correspondence related thereto. Copies of forms received from the Immigration and Naturalization Service notifying the Visa Office of the Department of State of immigrant applications for status as permanent residents, proceedings of adjustment of their status, the suspension of deportation proceedings, and the creation of a record of their lawful entry.	Destroy after the end of the fiscal year in which completed. (II-NN-3399, item 4)
140017	Reserved for future use.	

ITEM NO.	DESCRIPTION	DISPOSITION
140018	Correspondence between the Department and foreign embassies, international organizations, etc., concerning such visa matters as verifications or adjustments of status, revalidations, re-entry visas and other routine status matters.	Destroy 1 year after date of reply or last action. (NN-173-241, item 2)
140019	Private Bills. Copies of Private Bills relating to the admission of aliens into the United States.	Destroy 1 year after issuance of visa or 4 years after bill last introduced in Congress. (NN-173-241, item 3)
140020	Visa Lookout Master This on-line series assists visa officers located at posts throughout the world in determining those individuals to whom a visa should be issued or denied. The system functions similarly to the Passport Lookout System (see items 320120 a and b, this schedule) by identifying individuals who have been denied visas.	Destroy when active agency use ceases. (NC1-59-83-4, item 36)
	Visa Lookout Index This on-line series provides rapid access to names in the Visa Lookout Master. Searches may be by name (soundex codes), date of birth, or visa office.	Destroy when active agency use ceases. (NC1-59-83-4, item 37)
140021	Visa Work Measurement System (VM). Visa Work Measurement Master - This series provides a description of the workload and staffing for the Visa Office and regional bureaus. Reports enable the Visa Office to project staffing requirements for visa sections in posts around the world. Data includes the post, country, visa category, number of visas processed, and time spent on each category of visa.	Destroy when active agency use ceases. (NC1-59-83-4, item 38)
140022	Visa Statistics System (VS). Cumulative Year-to-Date Visa Statistics Master - This series contains data supplied by the Visa Office on the number of immigrant and non-immigrant visas issued and refused by country and post. Data is used to produce monthly and annual reports that analyze the changing nature of immigration.	Destroy when active agency use ceases. (NC1-59-83-4, item 39)
140023	Name Check System (NC). Name Check History Master - This series contains a yearly listing of requests by Passport and Visa	Destroy when active agency use ceases. (NC1-59-83-4, item 23)

ITEM NO.	DESCRIPTION	DISPOSITION
140023 (contd.)	Office personnel to query the Passport and Visa Lookout systems (see items 140020 and 140021). The listing provides statistical data for the Bureau of Consular Affairs.	

CHAPTER 16 BUREAU OF OCEANS AND INTERNATIONAL AND SCIENTIFIC AFFAIRS

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CHAPTER 16 OCEANS AND INTERNATIONAL ENVIRONMENTAL AND SCIENTIFIC AFFAIRS

SECTION 1 OFFICE OF OCEAN LAW AND POLICY

ITEM NO.	DESCRIPTION	DISPOSITION
160101	*Law of the Sea Files.* *Consist of files relating to policy, planning and negotiations. Coresspondence, memorandums, memorandums of conversation, reports, telegrams airgrams, proceedings, meeting reports, instructions to delegations, proposals for conventions and agreements, drafts, notes, working and background files and converence documents. Records reflect the decisions, policy, planning and negotiating history on Law of the Sea matters.*	*Permanent. Cut off at the end of the calendar year. Transfer to RSC when 5 years old for transfer to WNRC. Transfer to National Archives in 5 year blocks when 30 years old. (N1-59-87-14, item 1)*
160102	*Two Hundred Mile Limit Legislation Files.* *Copies of proposed bills and related reports which relates to Law of the Sea Conferences.*	*Destroy when 10 years old or sooner if no longer needed for administrative purposes. (N1-59-87-14, item 2)*
160103	*Conference Administrative Files* *Correspondence, memoranda, worksheets, forms and other papers pertaining to arrangements for supplies, equipment, travel, duplicating services and other administrative arrangements for each conference.*	*Destroy 3 years after end of conference. (N1-59-87-14, item 5)*
160104	*Publicity Material for National Conferences* *Copies of printed and processed materials for use at National Conferences.*	*Destroy when conference ends (N1-59-87-14, item 6)*

SECTION 2 POPULATION AFFAIRS

This section covers records created and accumulated by the Coordinator for Population Affairs. It provides documentation, maintenance, and disposition instructions for international population policy, including interrelationships of population with global issues such as food, environment, health, and social development.

ITEM NO.	DESCRIPTION	DISPOSITION
160201	*Policy File.*	
	a. Laws and mandates dictating international population policy.	*Destroy when superseded, obsolete, or no longer needed for current operations. (N1-59-88-36, item 1a)*
	b. Documents relating to the reaffirmation of U.S. policy on international policy issues, reviews of population policies and programs, guidelines for establishing a policy, and documents reflecting policy implementation and evaluation.	*Permanent. Cut off at the end of the calendar year. Transfer to RSC when 15 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old. (N1-59-88-36, item 1b)*
160202	*Country File.*	
	Consist of records relating to economic conditions and assistance, briefing papers, economic surveys, issues on health topics, human resource reports, inventory of population projects including demographic facts, copies of fact sheets, papers outlining major issues to be discussed at meetings, annual budget information, post reporting plans, and other related documents.	*Permanent. Cut off at the end of the calendar year. Transfer to RSC when 10 years old. Transfer to WNRC when 15 years old. Transfer to the National Archives when 30 years old. (N1-59-88-36, item 2*
160203	*UN Fund for Population Activities (UNFPA).*	
	a. General.	*Maintain in 3-year blocks. Transfer to RSC when 5 years old. Transfer to WNRC when 10 years old. Destroy when 20 years old. (N1-59-88-36, item 3a)*
	Consist of records relating to assistance provided to other countries through support projects and programs. Includes questionnaires, assessment of fund activities, proposed studies, UNFPA activity reviews, intercountry activities, and other related documents.	

ITEM NO.	DESCRIPTION	DISPOSITION
160203 (Contd)	b. International meetings and conferences. Documents relating to strategic planning for the promotion of economic development and human rights. Includes draft resolutions, U.S. preparatory documents, position papers, press conference material, press releases, statement by heads of delegations and other related documents.	Maintain in 10-year blocks. Transfer to RSC when 12 years old. Destroy when 20 years old. (N1-59-88-36, item 3b)
	c. International organizations. Documents dealing with cooperative programme, contributions and grants, establishment of family planning programs, documents reflecting such issues as funding, support services, and technical assistance.	Maintain in 10-year blocks. Transfer to RSC when 12 years old. Destroy when 20 years old. (N1-59-88-36, item 3c)
160204	International Development. Documents relating to U.S. Government funding of foreign aid programs in developing countries around the world for funding of foreign aid population programs. Includes correspondence relating to the appropriation of federal funds, strategic planning for population activities, congressional foreign aid assistance, population aid proposals, and documents reflecting the impact of family planning services on population.	Block annually. Transfer to RSC when 10 years old. Destroy when 15 years old. (N1-59-88-36, item 4)
160205	National Security File. Consist of information population issues and programs, world demographic statements, documents reflecting meetings on world population, NSC annual reports, copies of CIA security studies, and other related documents.	Permanent. Cut off at the end of the calendar year. Transfer to RSC when 15 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old. (N1-59-88-36, item 5)
160206	Trip Reports. Consist of executive summaries stating purpose and objectives of trip. Records cover such issues as population policy, population related problems, support services, and progressive measures.	
	a. Internal	Permanent. Cut off at the end of the calendar year. Transfer to RSC when 10 years old. Transfer to WNRC when 15 years old. Transfer to the National Archives when 30 years old. (N1-59-88-36, item 6a)

ITEM NO.	DESCRIPTION	DISPOSITION
160206 (Contd.)	b. Other	Destroy when 6-months old. (N1-59-88-36, item 6b)
160207	Hearings File. Testimonies and briefing papers prepared for Hearings of the House Foreign Operations Sub-Committee. Included are question and answer papers concerning testimonies.	**Permanent**. Cut off at the end of the calendar year. Transfer to RSC when 10 years old. Transfer to WNRC when 15 years old. Transfer to the National Archives when 25 years old. (N1-59-88-36, item 7)
160208	Science and Technology File. Copies of documents relating to bilateral and multilateral cooperation in regards to population sciences. Includes background information, documents reflecting meetings with foreign delegations, multilaterial and bilateral agreements, and other related documents.	Maintain in blocks. Transfer to RSC when 10 years old. Destroy when 15 years old. (N1-59-88-36, item 8)
160209	History and Background of OES/CP. Correspondence, reports, memorandums, telegrams, airgrams, and other material relating to the creation, history, and organization of the population affairs function.	**Permanent**. Cut off every five years. Transfer to RSC when 10 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old. (N1-59-88-36, item 9)

CHAPTER 19 FAMILY LIAISON OFFICE

The Family Liaison Office was established under mandate of the Foreign Affairs Act of 1980. The office provides services to families of employees of all foreign affairs agencies. The office conducts liaison with auxiliary offices at many overseas posts at which Community Liaison Officers provide similar services.

ITEM NO.	DESCRIPTION	DISPOSITION
190001	Policy and Procedures Files. Includes material on the establishment of the office, and policies and procedures governing its operation.	Destroy when 25 years old. (NC1-59-84-3, item 1)
190002	Subject Files. Includes general material on employment, education, and support services provided by the office; related matters such as allowances, foreign born spouses, and counseling; activities such as Around the World in a lifetime (AWAL), an organization for Foreign Service teen-agers; relations with the Association of American Foreign Service Women (AAFSW); and presentations given to audiences such as the Foreign Service Institute's Terrorism Seminar.	Destroy when 10 years old or sooner if no longer needed. (NC1-59-84-3, item 2)
190003	Community Liaison Office (CLO) Country/ Post Files. These are general files on each country/post at which there is a Community Liaison Office (CLO). These files are continually updated, and include correspondence to and from persons seeking Family Liaison Office assistance, and correspondence regarding CLO activities at posts.	Destroy when no longer needed. (NC1-59-88-13, item 1)
190004	Community Liaison Office(CLO) Coordinator Files. These contain personnel records on persons hired as CLO's at posts overseas. They include application forms, telegrams offering employment, etc. a. Records on persons hired prior to January 1, 1984. These are not duplicated in the Official State Department personnel files.	Merge with OPF maintained in PER/MGT/RR/P. Destroy if documentation is insufficient for creation of an OPF. (N1-59-88-13, item 2a)

ITEM NO.	DESCRIPTION	DISPOSITION
190004	b. Records on persons hired after January 1, 1984. These are duplicated in official State Department personnel files.	Destroy upon separation or transfer of employee, whichever is sooner.
	c. Computerized list of all CLO Coordinators with dates of tensure and terms of employment.	Destroy when no longer needed. (N1-59-88-13, item 2b)
190005	Personnel Files.	
	a. Correspondence, memoranda, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, etc.	Review annually and destroy superseded or obsolete documents. (GRS 1, item 18)
	b. Records on M/FLO employees duplicated in or not appropriate for the official personnel folder.	Destroy 1 year after separation or transfer. (GRS 1, item 18a)
190006	Support Services Files.	
	These include a Background Information Sheet that contains basic data on the case and services rendered. These may be name-retrievable or retrievable by case type.	
	a. Divorce Cases	
	1. List of Individuals assisted.	Retain in M/FLO until no longer needed. (N1-59-88-13, item 4a)
	2. Individual Case Files.	Destroy 3 years after last action or when no longer needed.
	b. All other cases.	Destroy 1 year after last action or when no longer needed.
190007	Evacuation Files.	
	These files document support services provided to employees and dependents of all foreign affairs agencies who are evacuated from an overseas post.	
	a. Card Files.	Destroy 1 year after last action or when no longer needed.
	These are kept by name of person/family assisted, and include basic information on date and nature of services rendered.	

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ITEM NO.	DESCRIPTION	DISPOSITION
	b. Case Files. These are kept by name of person/family assisted, and include information on services provided.	Destroy 1 year after last action or when no longer needed.
	c. Country Files. These include correspondence, lists of names ofpersons evacuated, evaluation forms completed by evacuees, etc.	Destroy when no longer needed.
190008	Education Files. These include reference materials on schools in the Washington, D.C. area, boarding schools in the U.S. and abroad, and schools at overseas posts.	
	a. Case Files. These include basic data on the case and services rendered. They may be retrieved by name or by case type.	Destroy 1 year after last action or when no longer needed. (N1-59-88-13, item 6a)
	b. Country/Post Files. These include information about schools available at overseas posts. The material is similar to that maintained by the Department's Office of Overseas Schools, except that these files also include some evaluative information provided by individuals whose children have attended the schools. The files might also include correspondence with persons such as a Community Liaison Officer at a post seeking information about schools.	Destroy when obsolete or no longer needed. (N1-59-88-13, item 6b)
	c. School files and computerized list of boarding schools. These contain information about schools, handouts, and copies of correspondence with schools.	Destroy when no longer needed. (N1-59-88-13, item 6c)
190009	Employment Program Files. These files contain reference material on employment opportunities in the Washington, D. C. area and overseas; material used in counseling family	

ITEM NO.	DESCRIPTION	DISPOSITION
190009 (contd.)	*members who are seeking employment; applications and information on the functional training program; files on negotiations conducted for bilateral work agreements with foreign governments; and background files on Career Planning Workshops and Career Development Seminars sponsored by M/FLO.*	
	a. Bilateral Work Agreements Negotiations Files.	*Retain in office for 10 years or until no longer needed.*
	b. Case files used in providing employment assistance.	*Destroy 1 year after last action or when no longer needed. (N1-59-88-13, item 7b)*
	c. Training Request Files.	*Destroy when 3 years old, or no later than at end of tour of duty commenced following functional training.*
	d. Country Files. *These include information on job opportunities and employment procedures in various countries. Also included are copies of Dependent Employment Reports sent in cable format from CLO's at post.*	*Destroy when obsolete or no longer needed. (N1-59-88-13, item 7d)*
190010	*"FLO Update".* *Copies of quarterly publication sent to all CLO Coordinators and Administrative Officers overseas.*	*Destroy Master Set when no longer needed for reference. (N1-59-88-13, item 8)*
190011	*Family Liaison Spouse Skill System (FL).* *Family Liaison Spouse Skill Data Bank - This on-line information system assists the Family Liaison Office of the Department in locating employment opportunities for spouses of Foreign Service personnel posted overseas.*	*Disposable. Destroy when active agency use ceases. (NC1-59-83-4, item 14)*
190012	*Direct Communication with Spouses.* *This online series provides the Family Liaison Office with the names and addresses of Foreign Service family members who wish to receive Family Liaison Office information on a regular basis. Data includes name, address, Social Security Number, and limited information on participants' interests.*	*Destroy when active agency use ceases.*

CHAPTER 20 ECONOMIC AND BUSINESS AFFAIRS RECORDS

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CHAPTER 20 ECONOMIC AFFAIRS RECORDS

This chapter identifies the records for Economic Affairs covering issues relating to the formulation and implementation of US international economic policies including the GATT, civil aviation, and telecommunications.

SECTION 1 GENERAL

ITEM NO.	DESCRIPTION	DISPOSITION
200101	*Economic and Business Affairs Data Bank of Economic Officers.* *An automated system which will be used in the assignment, transfer, detail and training of employees with economics as a primary or secondary skill code. Employees include Foreign and Civil Service Employees of the Department as well as other U.S. Foreign Affairs Agencies and International Relations Officers General (IROGs).*	*Destroy information when obsolete or no longer needed for reference purposes. (N1-59-87-10, item 1)*

SECTION 2 INTERNATIONAL FINANCE AND DEVELOPMENT

ITEM NO.	DESCRIPTION	DISPOSITION
200201	Development Finance Subject and Country File. Consists primarily of documents of International Development Banks and similar institutions, such as World Bank, X-M Bank, Inter-American Development Bank, IMF, IFC, IBRD, etc.; as well as telegrams, letters, memorandums and other documentation concerned with the activities of these organizations.	Destroy when 10 years old. (NC1-59-82-4)

SECTION 3 TRADE AND COMMERCIAL AFFAIRS

ITEM NO.	DESCRIPTION	DISPOSITION
200301	GATT Trade Negotiations Files. These files trace the history of the negotiations and can be very useful in clarifying how the discussions proceeded, who asked for what and what compromises were finally struck. Such information could be invaluable to trade policy makers in future negotiations as well as to historians who wish to make an in depth study of discrete elements of international trade negotiations.	
	a. Bilateral Negotiations Files, 1960-67. Memoranda, correspondence, reports and related materials concerning negotiations between the United States and individual countries on trade.	**Permanent.** Transfer to WNRC when 16 years old. Offer to NARA when 30 years old. (NC1-59-83-7)
	b. Multilateral Trade Negotiation Files, 1960-67. Memoranda, correspondence, reports and related materials concerning negotiations between all GATT countries on trade.	**Permanent.** Transfer to WNRC when 16 years old. Offer to NARA when 30 years old. (NC1-59-83-7)

SECTION 5 TRANSPORTATION AND TELECOMMUNICATIONS

ITEM NO.	DESCRIPTION	DISPOSITION
200501	International Telecommunications Satellite Organization (INTELSAT) General Correspondence Files. Consist of letters, telegrams, memorandums, reports and copies of agreements sent and received by the Office of International Communications Policy relating to matters concerning INTELSAT, other than meetings of the organization (See item 200502).	**Permanent.** Transfer to FRC when 5 years old. Offer to the National Archives when 20 years old. (NC1-59-79-10, item 1)
200502	INTELSAT Meetings Files. Consist of summary records, reports, agendas, position papers, and correspondence relating to meetings of the Board of Governors (and its predecessor, the Interim Communications Satellite Committee), Assembly of Parties, and Signatories.	**Permanent.** Transfer to FRC when 5 years old. Offer to the National Archives when 20 years old. (NC1-59-79-10, item 2)
200503	COMSAT Instruction File. Consists of letters of instruction and related correspondence to the American representative to INMARSAT and officials of the Communications Satellite Corporation (COMSAT). Records refer to specific meetings of the INMARSAT Council and Assembly of Parties.	**Permanent.** Transfer to FRC when 5 years old. Offer to the National Archives when 20 years old. (NC1-59-82-5, item 3)
200504	International Maritime Satellite Organization (INMARSAT) General Correspondence File. Consists of letters, telegrams, memorandums, reports and copies of agreements sent and received by the Office of International Communications Policy related to matters concerning INMARSAT.	**Permanent.** Transfer to FRC when 5 years old. Offer to the National Archives when 20 years old. (NC1-59-82-5, item 1)
200505	INMARSAT Meetings Files. Consists of summary records, reports, agendas, position papers, and correspondence relating to meetings of the INMARSAT Council and Assembly of Parties.	**Permanent.** Transfer to FRC when 5 years old. Offer to the National Archives when 20 years old. (NC1-59-82-5, item 2)

ITEM NO.	DESCRIPTION	DISPOSITION
200506	Office of Aviation Country/Subject Files. These records document the activities of the Office of Aviation in developing policy recommendations and programs concerning international aviation. The material covers all aspects of aviation negotiations with foreign countries including coordination and cooperation with FHA and CAB. The types of material include telegrams, correspondence, memorandums, diplomatic notes, copies of CAB Dockets/Orders and Intelligence Reports.	**Permanent.** Retire to RSC when 3 years old. Offer to the National Archives when 25 years old. (NC1-59-82-9)
200507	International Civil Aviation Organization and Conference File. This file consists of records documenting U.S participation in international organizations and conferences such as ICAO. The type of material includes telegrams, airgrams, correspondence and other documents concerned with economic, political and other substantive international civil aviation matters.	Retire to RSC when 3 years old. Destroy when 10 years old. (NC1-59-82-10, item 1)
200508	International Civil Aviation Organization (ICAO) Document File.	Destroy when 10 years old. (NC1-59-82-10, item 2)
200509	*Intergovernmental Maritime Consultative Organization (IMCO) Meeting Files.* *Consist of meetings of IMCO and its subordinate committees and subcommittees including the official report of the U.S. Delegation, list of participants, conference documents, telegrams, position papers and related documentation.*	*Destroy when 10 years old. (N1-43-88-2, item 1)*

SECTION 6 PLANNING AND ECONOMIC ANALYSIS STAFF

ITEM NO.	DESCRIPTION	DISPOSITION
200601	Bureau of Economic and Business Affairs Correspondent Control System (EK). "EB" Bureau Correspondence Tracking Master - This on-line information system contains information about incoming and outgoing correspondence handled by the Planning and Economic Analysis Staff of the "EB" Bureau, and tracks the status of the correspondence through action stages.	Destroy when active agency use ceases. (NC1-59-83-4, item 12)

CHAPTER 21 GEOGRAPHIC AREA AFFAIRS RECORDS

SECTION		PAGE NUMBERS
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2	BUREAU OF EUROPEAN AFFAIRS	2
3	INTER-AMERICAN AFFAIRS	3
4	BUREAU OF EAST ASIAN AND PACIFIC AFFAIRS	4-6

SECTION 3 INTER-AMERICAN AFFAIRS

ITEM NO.	DESCRIPTION	DISPOSITION
210301	Bureau of Inter-American Affairs Correspondence Control (IK). "ARA" Bureau Correspondence Tracking Master. This on-line information system contains incoming and outgoing correspondence handled by the bureau, and tracks the status of the correspondence through action stages.	Destroy when active agency use ceases. (NC1-59-83-4, item 15)
210302	*International Boundary Water Commission U.S. and Mexico (IBWC) - General Subject Files* *Consist of telegrams, memoranda, letters, reports, analysis, copies of treaties, background materials, which document the development and implementation of the activities of the IBWC from the perspective of the Department of State. These files are accumulated by the U.S. Section's Washington Liaison Officer (Special Assistant) who is based in the Department's Office of Mexican Affairs. Arranged by subject.*	*Permanent. Block files by calendar year. Retire to RSC when 5 years old. Transfer to National Archives when 30 years old.* *(N1-59-88-4, item 1)*

SECTION 4 BUREAU OF EAST ASIAN AND PACIFIC AFFAIRS (OFFICE OF FREELY ASSOCIATED STATE AFFAIRS)

This section applies to records dealing with United States relations with the Freely Associated States under the Office of Freely Associated State Affairs; formerly, the Office of Micronesia Status Negotiations. Included are the Trust Territories f the Pacific Islands which includes the following three political units and Palau: the Northern Mariana Islands, the Federated States of Micronesia (FSM), and the Marshall Islands. Routine administrative and operational program files are contained in Chapter 3, Records Common to Most Organizational Areas.

ITEM NO.	DESCRIPTION	DISPOSITION
210401	Policy File Documents relating to the organization and establishment of the Office of Micronesia Status Negotiations and interagency direction of the President's Personal Representative for Micronesia Status Negotiations.	**Permanent.** Cut off at the end of the calendar year. Transfer to RSC when 15 years old. Transfer to WNRC when 25 years old. Transfer to the National Archives when 30 years old in 5 year blocks. (N1-59-87-15, item 1)
210402	Political Status Negotiations Issues File. Consist of documents relating to the Compact of Free Association with the Federated States of Micronesia, the Marshall Islands, and Palau, the Covenant to establish a Commonwealth of the Northern Mariana Islands and related international agreements involving matters relating to the implementation of governmental relations, economic assistance, and general provisions.	
	a. Compact of Free Association Consist of original compact agreements and their related and subsidiary agreements, as well as all communications with the freely associated states regarding the interpretation and implementation of the Compacts and agreements, after the Compacts are entered into force	**Permanent**. Forward to Office of Legal Advisor upon implementation of agreement for retirement under item #23001 of the RMHA. (N1-59-87-15, item 2a)
	b. Background Information on Various Aspects of the Political Status Negotiations.	**Permanent**. Cut off at the end of calendar year. Transfer to RSC after termination of agreement. Transfer to WNRC after 5 years. Transfer to the National Archives when 30 years old in 5 year blocks. (N1-59-87-15, item 2b)

ITEM NO.	DESCRIPTION	DISPOSITION
210403	*Negotiating Rounds File.* *Consist of documents relating to the administration of Bilateral/Multilateral meetings and conferences on political status negotiation issues of the Trust Territories. Included are position papers dealing with specific status negotiation issues of the Trust Territories, side agreements, invitations and agenda items, reception information, and other related documents.*	
	a. *Summary Record of Negotiating Round and related background information.*	**Permanent**. *Cut off at the end of calendar year. Transfer to RSC when 15 years old. Transfer to WNRC when 25 years old. Transferto the National Archives when 30years old in 5 year blocks.* *(N1-59-87-15, item 3a)*
	b. *Negotiation Sessions.* *Tapes used to document negotiating round. Collection includes 7" magnetic tapes, 45 minute and 90 minute cassette tapes. Are used as a backup; but, do not respresent a complete file.*	*Destroy when no longer needed.* *(N1-59-87-15, item 3b)*
	c. *Other documents.*	*Cut off at the end of the calendar year. Transfer to RSC when 3 years old. Destroy when 5 years old.* *(N1-59-87-15, item 3c)*
210404	*Congressional Relations.* *Consist of documents relating to congressional and legislative matters. Included are staff and member briefings, senate and house committee reports, and other related documents.*	*Destroy when obsolete, superseded, or no longer needed for current operations.* *(N1-59-87-15, item 4)*
210405	*Congressional Review of Compact File.* *Consist of documents relating to congressional approval, implementation, oversight and review of compact, compact budget documents, and policy papers developed by the Interagency Group concerning United States relations with the Freely Associated States.*	**Permanent**. *Cut off at the end of the calendar year. Transfer to RSC when 15 years old. Transfer to WNRC when 25 years old. Transfer to the National Archives when 30 years old in 5 year blocks.* *(N1-59-87-15, item 5)*

ITEM NO.	DESCRIPTION	DISPOSITION
210406	*Legislative Impact Statement File.* *Consist of documents relating to scoping session conducted by the Department of State, draft statements, review comments made by the public, administration and award of contract to write draft environmental impact statement, and related documents.*	***Permanent.** Cut off at the end of the calendar year. Transfer to RSC when 15 years old. Transfer to WNRC when 25 years old. Transfer to the National Archives when 30 years old in 5 year blocks.* *(N1-59-87-15, item 6)*
210407	*Plebiscite and Political Information Program (PIP) File.* *Consist of documents relating to the organization, responsibilities and funding of the program, information pertaining to the conduct of the plebiscite, and dates and results of the ballots casted in each voting jurisdiction, and documents relating to international laws and oversight responsibilities of the Trusteeship Council.*	***Permanent.** Cut off at the end of th calendar year. Transfer to RSC when 15 years old. Transfer to WNRC when 25 years old. Transfer to the National Archives when 30 years old in 5 year blocks.* *(N1-59-87-15, item 7)*

CHAPTER 23 LEGAL AFFAIRS RECORDS

This chapter documents treaties, case files and other issues relating to the operations of Legal Adviser's Office.

ITEM NO.	DESCRIPTION	DISPOSITION
230001	Texts and background information on treaties and other international agreements of the United States (1778-Present). Copies of treaties, translations and transmittals, copies of texts of agreements; copies of telegrams, airgrams and dispatches; memoranda and other official correspondence of background interest.	**Permanent.** Retire to RSC after termination of agreement. Transfer to Federal Records Center after 5 years. Offer to National Archives 30 years after termination of agreement. (NC-59-75-15, item 1)
230002	Certified copies of Foreign Claims Settlement Commission Decisions.	Destroy 10 years after date the Foreign Claims Settlement Commission completes jurisdiction. (NN-173-171, item 1)
230003	Extradition Case Files.	
	a. Dossiers documenting the extradition of persons returned by foreign governments to be tried for crimes committed in the United States. Consist of copies of correspondence between the Office of the Legal Advisor and local and state authorities in the U.S., representatives of foreign governments, the Department of Justice, courts of law, and attorneys; copies of court records including indictment, evidence of identity of accused, depositions, applicable legal statutes, and legal proceedings; copies of extradition agent's warrant and background documentation thereof; copies of treaty citation granting extradition authority; attorneys' notes; and copies of communications with Foreign Service posts serving as intermediaries in the extradition process.	Transfer to FRC 3 years after the case is closed. Destroy 20 years after the case is closed. (NC1-59-79-5, item 1)
	b. Dossiers documenting State Department assistance to foreign governments requesting the provisional arrest for purposes of extradition of persons in the U.S. who are charged with having committed crimes in foreign countries. Consist of requisition for return of fugitive; copies of correspondence with foreign embassies and the Justice Department; internal Department memos; and copies of legal documents including the extradition hearings.	Transfer to FRC 3 years after the case is closed. Destroy 20 years after the case is closed. (NC1-59-79-5, item 2)

ITEM NO.	DESCRIPTION	DISPOSITION
230004	Litigation Case Files.	
	a. Ardelia Hall historical collection of correspondence and other documents relating to NAZI confiscated art objects, art looted from former enemy countries, recoveries of art objects, items turned over to Austrian Government by U.S. Occupation authorities in 1953, etc. Documents date from 1945-60.	**Permanent.** Transfer to NARA when 30 years old or when no longer needed for legal or administrative purposes, whichever is later. (NC1-59-85-2)
230005	Legal Bureau Correspondence Control (LX). "L" Bureau Correspondence Tracking Master - This on-line information system serves as a register of claims against Iran submitted by United States citizens between April 1981 and approximately April 1982, which were handled by the bureau. Data includes a sequential claim identification number, date of claim, name of attorney, type of claim, amount, and the action status of the claim.	Disposable. Destroy when active agency use ceases. (NC1-59-83-4, item 18)
230006	*Bilateral Agreements between countries in which the U.S. is not a participant.* *Copies of text and related background information bilateral agreements between two countries of which the U.S. is not a participant. Consists of copies of the agreements, telegrams, airgrams, dispatches and other related correspondence of background interest.*	***Permanent.** Offer to the National Archives when 30 years old. (N1-59-88-24, item 1)*

CHAPTER 24 POLITICO-MILITARY AFFAIRS RECORDS

The records described in this chapter identify information on the control of commercial export of defense articles, services and data in the Bureau of Political-Military Affairs.

SECTION 2 MUNITIONS CONTROL

ITEM NO.	DESCRIPTION	DISPOSITION
240201	Arms Export License Applications. Includes the following forms: DSP-5, Application/-License for Permanent Export of Unclassified Implements of War and Related Unclassified Technical Data; DSP-61, Application/License for Classified Technical Data; and related correspondence.	
	a. Application/License, file copies thereof. License is proof of actual shipments, as opposed to authorizations. Legal undertakings against export to third countries, duly attested to by foreign government representatives, are attached to file copies.	Destroy 15 years after date of final action. (NC1-59-78-12, item 1a)
	b. Statistical copies.	Destroy upon confirmation of computer record. (NC1-59-78-12, item 1b)
240202	National Disclosure Policy Committee - State Department Member Files. Official State Department policy on proposed exceptions to the national disclosure policy. Committee Chairmanship and Secretariat are in the Department of Defense.	Destroy 2 years after clearance. (NC1-59-76-14, item 2)
240203	Statistical Reports on Exports. Periodic and other required or requested reports relating to arms and munitions exports; including reports required by law to be submitted to Congress or other Government agencies, reports requested by various elements of the Department of State or other Government agencies, and reports requested under the Freedom of Information Act.	
	a. Record copy.	**Permanent.** Retire to RSC when 5 years old. Offer to National Archives when 30 years old. (NC1-59-76-14, item 3a)
	b. Other copies	Destroy when 10 years old (NC1-59-76-14, item 3b)

ITEM NO.	DESCRIPTION	DISPOSITION
240204	Registration Files. Form DSP-9, Application for Registration Receipts, for registration fees and related correspondence.	Destroy 5 years after expiration. (NC1-59-76-14, item 4)
240205	International Traffic in Arms Regulations Files. Regulations developed by the Department of State pertaining to International Arms Traffic.	
	a. One copy of each edition of amendment to the regulations.	**Permanent.** Offer to National Archives when 30 years old. (NC1-59-76-14, item 5a)
	b. Background and working papers to regulations amendments.	Destroy 5 years after latest date. (NC1-59-78-12, item 2a)
240206	Subject Files.	
	a. Arranged by subject. Airgrams, telegrams correspondence, communications with other governments, inter-agency communications memorandums, reports, diplomatic notes, memorandums of conversation, Congressional correspondence, and other material relating to munitions control policies and procedures of the U.S. and other countries.	***Permanent.** Transfer to the National Archives in 5 year blocks when 30 years old.* *(N1-59-89-24)*
	b. Intelligence reports.	Destroy when 2 years old. (NC1-59-78-12, item 2b)
240207	Reserved for future use.	
240208	Intelligence Files. Material concerning suspected and actual violations of the International Traffic in Arms Regulations	Destroy when 10 years old. (NC1-59-76-14, item 8)
240209	Reserved for future use.	
240210	Reserved for future use.	
240211	Commodity Jurisdiction Cases (CJ). Determinations of whether an article is on the U.S. Munitions List.	Destroy 15 years after date of jurisdiction determination. (NC1-59-78-12, item 3)

ITEM NO.	DESCRIPTION	DISPOSITION
240212	General Cases (GC) Includes advisory opinions on export policies; Nth country transfer requests; designation of U.S. Government Approved Projects; inertial navigation systems (INS) maintenance agreements; warehousing agreements; and other general subjects.	Destroy 15 years after date of PM/MC Letter of Agreement expiration date. (NC1-59-78-12, item 4)
240213	Manufacturing License and Technical Assistance Agreements. Approved and disapproved agreements and amendments between U.S. and foreign entities for the manufacture abroad or the furnishing abroad of technical assistance relating to U.S. Munitions List articles.	**Permanent.** Transfer to RSC after expiration of agreement. Transfer to FRC when 2 years old. Offer to National Archives when 30 years old. (NC1-59-78-12, item 5)
240214	Log Books. Includes DSP-5, 61, 53, 73, 85 applications and CJ, GC and agreement cases.	Destroy 15 years after date of last entry. (NC1-59-78-12, item 6)
240215	Munitions Control System (MC) This on-line information system contains a listing of munitions-related items being sent to foreign countries. Data assists in controlling munitions sales licenses; maintaining technical data on arms, ammunitions, implements of war, and related materials; and generating reports to Congress on values of munitions control list items licensed or shipped.	**Permanent.** Retain on magnetic tape data purged from disc. Transfer with related documentation to to the National Archives annually when 30 years old or sooner if negotiated with NARA. (NC1-59-83-4, item 19)

CHAPTER 29 OFFICE OF THE INSPECTOR GENERAL RECORDS

This schedule pertains to the records of the office of the Inspector General on issues of inspections, investigations and audits to evaluate the administration of the activities and operations of Foreign Service posts and bureaus of the Department.

ITEM NO.	DESCRIPTION	DISPOSITION
290001	*Correspondence Files.*	
	a. Inspection Correspondence (Foreign Service) *Contains any and all correspondence including cables, memoranda, letters and other documentation bearing on specific inspections of overseas posts with the EXCEPTION of that having to do with COMPLIANCE matters.*	*Retire to FAIM/RSC when 4 years old. Destroy when 10 years old.* *(N1-59-88-19, item 1a)*
	b. Inspection Correspondence (Departmental) *Contains any and all correspondence including cables, memoranda, letters and other documentation bearing on specific inspections of Departmental offices with the EXCEPTION of that having to do with COMPLIANCE matters.*	*Retire to FAIM/RSC when 4 years old. Destroy when 10 years old.* *(N1-59-88-19, item 1b)*
	c. General Correspondence *Contains any and all correspondence including cables, memoranda, letters and other documentation of a general nature arranged by subject with the EXCEPTION of matters having to do with COMPLIANCE.*	*Retire to FAIM/RSC when 4 years old. Destroy when 10 years old.* *(N1-59-88-19, item 1c)*
290002	*Inspection Reports and Compliance Files (Foreign Service)* *Consists of reports prepared by the Office of Inspector General with related memorandums and communications pertaining to the effectiveness of each installation, with recommendations for improvement; correspondence including cables, memoranda and miscellaneous documentation to and from particular offices involved comprising the record of compliance, as well as the workpapers.*	
	a. Master File of reports.	**Permanent.** Retire to RSC when 10 years old. Offer to National Archives when 30 years old. (NC-59-76-5, item 1a)

ITEM NO.	DESCRIPTION	DISPOSITION
290002	*b. Compliance Files*	***Permanent.** Retire to RSC when 4 years old. Transfer to WNRC when10 years old. Offer to the National Archives when 30 years old.* *(N1-59-88-19, item 2b)*
	c. Working papers and log of individuals interviewed.	Destroy when obsolete or no longer necessary for current operations, whichever is sooner. (NC-59-76-5, item 2c)
	d. Extra copies of reports	Destroy when 1 year old. (NC-59-76-5, item 1b)
290003	*Inspection Reports and Compliance Files (Departmental)* *Consists of reports prepared by the Office of Inspector General with related memoranda and communications pertaining to the effectiveness of each office with recommendations and miscellaneous documentation to and from particular offices involved comprising the record of compliance, as well as the workpapers.*	
	a. Master File of reports.	**Permanent.** Retire to RSC when 10 years old. Offer to National Archives when 30 years old. (NC-59-76-5, item 2a)
	b. *Compliance Files.*	***Permanent.** Retire to FAIM/RSC when 4 years old. Transfer to the WNRC when 10 years old. Offer to the National Archives when 30 years old.* *(N1-59-88-19, item 3b)*
	c. Working papers and log of individuals interviewed.	Destroy when obsolete or no longer necessary for current operations, whichever is sooner. (NC-59-76-5, item 2c)
	d. Extra copies of reports	Destroy when 1 year old. (NC-59-76-5, item 2b)
290004	Efficiency Reports. Reports prepared on Foreign Service personnel by the Inspectors at the time they are inspecting posts and Departmental offices. Includes copies of reports, commendations, memorandums, and other communications pertaining to the efficiency of personnel.	Destroy 6 months after separation of employee from service. (II-NN-3616, item 4)

ITEM NO.	DESCRIPTION	DISPOSITION
290005	Personnel Records. Consists of copies of application forms, personnel history statements, and other documents pertaining to OIG personnel matters.	Destroy 1 year after employee's transfer or separation from the office. (II-NN-3616, item 5)
290006	Equipment and Supply Control File. Consists of requests for supplies, equipment or services.	Destroy when 1 year old. (II-NN-3616, item 6)
290007	Conduct of Relations (COR) Inspection Working Papers Consists of working papers concerning policy issues and management, political and economic functions and performance rating system; audit working papers pertaining to Conduct of Relations Inspections, including papers supporting work performed in administrative and consular functions, recreation associations and commissaries, binational commissions and overseas schools (grant portion only). Includes Inspector's background notes, memorandums, budget and fiscal information, papers on compliance or corrective action taken, and other related documentation.	Retire to RSC when 6 months old, and to WNRC when 2 years old. Destroy 6 years after issuance of report. (NC1-59-77-2, item 1)
290008	Domestic Inspection Working Papers. Includes all supporting working papers and background papers related to the function or office being inspected. This includes susbtantive as well as financial, resource management and compliance supporting working papers; relevant memos of conversation, analyses, budget data, expenditures and conclusions, and any other data which supports work performed and findings, conclusions and recommendations of the final report.	Retire to RSC when 6 months old, and to RSC when 2 years old. Destroy 6 years after issuance of report. (NC1-59-77-2, item 2)
290009	*Audit Reports and Compliance Files.* *Consists of reports prepared by the Office of the Inspector General with related memoranda and communications pertaining to the audits of each installation or function, with recommendations for improvement, correspondence including cables, memorandums and miscellaneous documentation to and from particular offices involved comprising the record of compliance, as well as the worksheets.*	

ITEM NO.	DESCRIPTION	DISPOSITION
290009 (Contd.)	a. *Master File of Reports*	***Permanent.*** *Retire to FAIM/RSC when 10 years old. Transfer to WNRC when 20 years. Offer to the National Archives when 30 years old. (N1-59-88-19, item 4a)*
	b. *Compliance Files.*	***Permanent.*** *Retire to FAIM/RSC when 4 years old. Transfer to to WNRC when 10 years old. Offer to the National Archives when 30 years old. (N1-59-88-19, item 4b)*
	c. *Extra copies of reports.*	*Destroy when 3 years old. (N1-59-88-19, item 4c)*
	d. *Audit Working Papers* *Consists of working papers supporting audits of Department functions, installations and activities. Includes documentation evidencing all work performed, analyses and conclusions.*	*Retire to FAIM/RSC when 6 months old, and to WNRC when 2 years old. Destroy 6 years after issuance of report. (NC1-59-77-2, item 2)*
290010	*Investigative Reports and Files.* *Consists of Reports of Investigation; complaint file allegations to include hotline reports; and correspondence pertaining to OIG investigations. Files also contain final case disposition data to include a record of criminal and administrative actions resulting from investigations.*	
	a. *Files containing information or allegations which are of an investigative nature but do not relate to specific investigations.*	*Destroy when 5 years old. (N1-59-88-19, item 5a)*
	b. *All other investigation case files.*	*Cut off inactive files at end of calendar year. Destroy when 10 years old. (N1-59-88-19, item 5b)*
290012	Working Papers on Special Malfeasance and Fiscal Irregularity Audits and Inspections. Includes all working papers supporting work performed, analyses and conclusions.	Destroy when case is resolved and any legal action completed. (NC1-59-77-2, item 4)

ITEM NO.	DESCRIPTION	DISPOSITION
290013	Case Files on Waste, Fraud and Mismanagement Allegations. Consist of documentation of allegations of waste, fraud and mismanagement reported for inspection to the Office of the Inspector General.	
	a. Files on cases which cannot be substantiated after preliminary investigation.	Close case immediately, and place in inactive file. Retain in office for 1 year, then retire to RSC. Destroy 2 years after case becomes inactive. (NC1-59-82-13, item 1a)
	b. Files on cases which are referred to the Office of the Director General or other Departmental offices for administrative action.	*Place in inactive file upon written notification of Director General or other Department of State office review and decision. Retain in office for 1 year, then retire to RSC. Destroy 7 years after case becomes inactive. (N1-59-88-19, item 6b)*
	c. Files on cases which are referred to the Department of Justice or the Attorney General.	Place in inactive file when prosecution has been completed. Retain in office for 1 year, then retire to RSC. Destroy 4 years after case becomes inactive. (NC1-59-82-13, item 1c)
	d. Correspondence containing allegations not meriting investigation.	Place in inactive file and retain in office for 1 year, then retire to RSC. Destroy 2 years after placed in inactive file. (NC1-59-82-13, item 1d)
	e. Correspondence containing allegations which merit investigation and are referred to Audit/Inspection Teams.	Place in inactive file when investigation has been completed. Retain in office for 1 year, then retire to RSC. Destroy 4 years after case becomes inactive. (NC1-59-82-13, item 1e)
	f. Allegation Logs/Case Control Sheets.	Destroy in office when no longer needed for reference. (NC1-59-82-13, item 2)

ITEM NO.	DESCRIPTION	DISPOSITION
290014	Special Reports and Inquiry Files. Consists of reports and correspondence pertaining to special inspections -- those precipitated by an event, incident, inspections, etc. Included also is the record of compliance as well as documentation relating to follow-up review of these special reports.	
	a. Master file of reports.	**Permanent.** Retire to FAIM/RSC when 10 years old. Transfer to WNRC when 20 years old. Offer to the National Archives when 30 years old. (N1-59-88-28, item 1a)
	b. Compliance Files.	**Permanent.** Retire to FAIM/RSC when 4 years old. Transfer to WNRC when 20 years old. Offer to the National Archives when 30 years old. (N1-59-88-28, item 1b)
	c/ Copies of Reports.	Destroy when 1 year old. (N1-59-88-28, 1c)

CHAPTER 31 MANAGEMENT OPERATIONS

This chapter describes records of the office of Management Operation pertaining to the resources available for managing the Department and the Foreign Service. Included also are records for Departmental committees and subcommittees that are managed by this office.

SECTION 1 GENERAL

ITEM NO.	DESCRIPTION	DISPOSITION
310101	General Subject Files. a. Management Operations Policy File. Includes memorandums, correspondence telegrams, position papers, and reports providing recommendations on the organization and management of the Department of State and the Foreign Service to effectively improve its role in the development and execution of foreign policy. Includes involvement in Conferences, Working Groups, Task Forces, etc. in formulating and implementing policy programs. b. Budgetary Planning. Consists of correspondence, memorandums, fiscal data, and reports on budgetary planning and policy goals of Department bureaus and overseas posts. (Excludes records covered by Chapter 5). c. Staffing Needs. Includes correspondence, memorandums telegrams, and inspection reports on personnel planning to improve the operations of the Department and overseas posts. Covers guidelines for personnel reductions and resource needs.	**Permanent.** Transfer to WNRC when 5 years old Offer to NARA when 30 years old in 5 year blocks. (NC1-59-84-4)
310102	*Overseas Presence of the United States (OPUS I and OPUS II)* *An automated system used to track and monitor U. S. Government agency positions overseas, excluding those not under the authority of the Chief of Mission.*	*Destroy information when obsolete or no longer needed. (N1-59-88-10)*

ITEM NO.	DESCRIPTION	DISPOSITION
310103	*Management Correspondence Files* *Consist of policy and procedural files of the Under Secretary for Management. Contains memorandums, reports, and correspondence relating to management of the Department of State.*	***Permanent.** Cut off at the end of the calendar year. Retire to RSC for transfer to WNRC. Transfer to the National Archives in 5 year blocks when 30 years old. (N1-59-88-23, item 1)*
310104	*Post Profile System* *An automated system used to produce profiles of Foreign Service posts overseas, as well as country, regional or world profiles, used for management policy and planning purposes, trend reporting, etc.*	*Destroy when information is obsolete or no longer needed. (N1-59-88-12, item 1)*

SECTION 2 COMMITTEE CONTROL

ITEM NO.	DESCRIPTION	DISPOSITION
310201	Control Files relating to Departmental Committees and Subcommittees thereof.	
	a. Committee Data Sheet.	Permanent. (NN-170-78, item 1)
	b. All other records.	Destroy on termination of committee. (NN-170-78, item 1)
310202	Control Files relating to Interdepartmental Committees and Subcommittees thereof.	
	a. Committee Data Sheet.	Permanent. (NN-170-78, item 2)
	b. All other records.	Destroy upon termination of committee. (NN-170-78, item 2)
310203	Control Files relating to Advisory Committees and Subcommittees thereof.	Permanent (NN-170-78, item 3)
310204	Committee Affiliation Records. Consists of Committee Data Sheet and any official substantive papers authorized by Departmental representatives which are not a part of another Departmental official file.	Permanent. (NN-170-78, item 4)
310205	Policy and Reports File. Consists of administrative policy correspondence and interalia reports to the Bureau of the Budget.	Permanent. (NN-170-78, item 5)

CHAPTER 32 INTERNATIONAL NARCOTICS MATTERS

This chapter provides instructions for the maintenance and disposition of program records pertaining to international narcotics control assistance activities which includes materials on the policies, plans and procedures of the program; inter-agency, inter-governmental and inter-organizational liaison in the conduct of the program; intelligence reports pertinent to narcotic traffic and control; and documentation of specific projects. Records not identified such as routine administrative and operational program files are contained in Chapter 3, Records Common to Most Organizational Areas.

ITEM NO.	DESCRIPTION	DISPOSITION
320001	International Narcotics Control Policy File The single, central, official subject file of the Bureau for International Narcotics Matters. (Excluding: administrative, chronological, individual working, information, personal, or reference files). Consisting of: airgrams, congressionals, correspondence, diplomatic notes, directives, manuals, memorandums of conversations, plans, reports, telegrams; that document: administration, executive direction, management, policy making, procedures, development, implementation, and participation in international narcotic control programs: Relating to: the international narcotic program of the Department of State which covers: implementation of and advice on international narcotics controls (INC); Guidance to chiefs of missions and direction to INC coordinators at posts abroad on INC matters; Communications with foreign governments (including the negotiations, conclusion, and termination of agreements) relating to INC programs; Development, implementation, coordination, and supervision, of INC assistance activities; Intergovernmental proceeding on INC activities; UN Commission on Narcotic Drugs and other international meetings and conferences on drugs, narcotics, and psychotropic substances. INC policies and programs of U.S. Agencies.	**Permanent.** Break file annually Retire to RSC after 3 years for transfer to WNRC when 5 years old. Offer to NARA when 30 years old in 5 year blocks. (N1-59-88-17, item 1)
320002	Briefing Materials File	
	a. Briefing Materials on International Narcotics Control Documents used in the formulation of policy, procedures, guidelines or other instructional materials.	**Permanent.** File documents with Policy and Procedures File as identified in item 1 for permanent retention. (N1-59-88-17, item 2a)
	b. Other records.	Destroy when obsolete, superseded, or no longer needed for current program operations. (N1-59-88-17, item 2b)

ITEM NO.	DESCRIPTION	DISPOSITION
320003	*Procurement File - Project Authorizations/ Commodities Contract File* *File consists of records to purchase commodities overseas. Included are project implementation orders for commodities and technical services, a description of the commodity (included as part of Joint Receiving Report), FS-455, Purchase Order Receiving Report and Voucher, DS-1773, Purchase Authorization, SF-33, Solicitation, Offer and Award, OF-127, Receiving and Inspection Report, GSA Form 6538, Procurement Status, bills of lading, purchase orders, offer & award solicitation, Monthly Pipeline Status Reports, INM r embassy funding documents, award & contracts, commodities procurement as they relate to narcotics, and other related documents.*	
	a. Commodities and Technical Services Contracts	*Transfer to RSC after 3 years. RSC destroy 6 years and 3 months after final payment. (GRS 3, item 4 (a) (1))*
	b. Professional Services Contracts *Contracts (extra copies of only), general correspondence, vouchers, contractor's monthly reports, security clearances, and other related documents.*	*Transfer to RSC after 3 years. (Close file at the end of the fiscal year, retain 3 years and destroy, except that files on which actions are pending shall be brought forward to the next fiscal year's files for destruction therewith) (GRS 3, item 4(a) (2)*
320004	*Solicited and Unsolicited Bids and Proposals File*	
	a. Successful bids and proposals.	*Destroy with related contract case file. (GRS 3, item 6)*
	b. Solicited & unsolicited unsuccessful bids and proposals.	
	(1) When filed separately from contract case file.	*Destroy when related contract is completed. (GRS 3, item 6)*
	(2) When filed with contract case file.	*Destroy with related contract case file. (GRS 3, item 6)*

ITEM NO.	DESCRIPTION	DISPOSITION
320003	Procurement File - Project Authorizations/ Commodities Contract File File consists of records to purchase commodities overseas. Included are project implementation orders for commodities and technical services, a description of the commodity (included as part of Joint Receiving Report), FS-455, Purchase Order Receiving Report and Voucher, DS-1773, Purchase Authorization, SF-33, Solicitation, Offer and Award, OF-127, Receiving and Inspection Report, GSA Form 6538, Procurement Status, bills of lading, purchase orders, offer & award solicitation, Monthly Pipeline Status Reports, INM r embassy funding documents, award & contracts, commodities procurement as they relate to narcotics, and other related documents.	
	a. Commodities and Technical Services Contracts	Transfer to RSC after 3 years. RSC destroy 6 years and 3 months after final payment. (GRS 3, item 4 (a) (1))
	b. Professional Services Contracts Contracts (extra copies of only), general correspondence, vouchers, contractor's monthly reports, security clearances, and other related documents.	Transfer to RSC after 3 years. (Close file at the end of the fiscal year, retain 3 years and destroy, except that files on which actions are pending shall be brought forward to the next fiscal year's files for destruction therewith) (GRS 3, item 4(a) (2)
320004	Solicited and Unsolicited Bids and Proposals File	
	a. Successful bids and proposals.	Destroy with related contract case file. (GRS 3, item 6)
	b. Solicited & unsolicited unsuccessful bids and proposals.	
	(1) When filed separately from contract case file.	Destroy when related contract is completed. (GRS 3, item 6)
	(2) When filed with contract case file.	Destroy with related contract case file. (GRS 3, item 6)

ITEM NO.	DESCRIPTION	DISPOSITION
320005	Country File Consists of telegrams; airgrams; memorandums; correspondence; reports; statistics; studies; surveys; and other documentation of bureau participation in international narcotic control programs and projects, in a specific country, conducted by INM. Includes material on the policies, plans and procedures of country programs and projects; interagency, inter-governmental and inter-organizational liaison in program/project development and implementation; and duplicate copies of program agreements and contracts for commodities and services for program/project support. Original contracts are identified in items 320003 and 320004.	Permanent. Block annually. Screen files and destroy duplicate information. Retire to RSC when 3 years old. RSC transfer to WNRC when 5 years old. Offer to National Archives when 30 years old. (N1-59-88-17, item 5)
320006	International Meetings File. File consists of documents relating to international meetings and conferences on drugs, narcotics and psychotropic substances and related information of the United Nations Drug Agencies.	Retire to RSC when 3 years old. Destroy when 5 years old. (N1-59-88-17, item 6)
320007	U.N. Commission File. U.N. Commission on Narcotic Drugs - File consists of DOS and duplicate copies of U.N. documents concerning drug abuse control, narcotics, conferences and meetings and other related documents.	Retire to RSC when 3 years old. Destroy when 5 years old. (N1-59-88-17, item 7)
320008	Aviation File. File consists of documents relating to: Administration, (budget and personnel), aircraft data, aircraft utilization, air wing, aviation advisors, countries, environment, herbicides, maintenance advisors and mechanics, other agencies, pilots, procurement actions, production estimates, public diplomacy, rapid development force, special projects, talking papers, etc.	Retire to RSC when 3 years old. Destroy when 5 years old. (N1-59-88-17, item 8)

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